Spring 2022

Test Administration Directions

Computer-Based Test (CBT) and Special Paper Version: Large Print and Regular-Sized Print Tests

Grades 3–8 ELA and Math

AASA
ARIZONA'S ACADEMIC STANDARDS ASSESSMENT

ARIZONA Department of Education

Test Administrator Name

Test Administrator:

Complete information below with your local School or District Test Coordinator. If you have any questions or issues during testing, contact this person **immediately**.

School or District Test Coordinator contact information during testing:

District/School Test Coordinator: _____

Contact phone #: _____

Email: _____

Reminders for Test Administrators during Arizona's Academic Standards Assessment (AASA) Spring 2022 Test Administration - Computer-Based Testing (CBT):

Once students start a test unit:

- The test unit must be completed on the same day that it is started.
- A student cannot start a new test unit until the previous test unit is submitted.
- Do not allow students to test on more than one test unit at a time.
- If the test times out during testing or if the student signs out of TestNav: The Test Administrator resumes the test in PearsonAccess^{next} and the student signs back into TestNav.

If a student is unable to log into TestNav:

- Verify that the student is registered in PearsonAccess^{next}.
- Verify that the student has the correct testing ticket.
- Verify that the student typed the username and password exactly as listed on the student's testing ticket.
- Verify that the student's test session is in **Ready** or **Resumed** status in PearsonAccess^{next}.
- Verify that the student does not have a Special Paper Version (SPV) accommodation. ADE will create an SPV test session in PearsonAccess^{next} for any student with an approved SPV test and will move the student into the SPV test session prior to testing.

If a student requires accommodations:

- Verify appropriate accommodations are set in PearsonAccess^{next} before testing.
- If the student has already signed into the test and accommodations are not set, have the student sign out of his/her test.
- Select the accommodation(s) for the student in PearsonAccess^{next}. For more information, refer to the *PearsonAccess^{next} User's Guide.*
- Have the student sign into the test and verify the accommodation(s) are present.

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Overview of the Spring 2022 AASA Test Administration

Arizona's Statewide Achievement Assessment (AASA) is the statewide achievement test for Arizona students in Grade 3-8. AASA assesses the Arizona English Language Arts Standards and the Arizona Mathematics Standards adopted by the Arizona State Board of Education in December 2016. AASA is available as a Computer-Based Test (CBT) or as a Paper-Based Test (PBT). Pearson is the test vendor for AASA and the provider of the online testing platform. Pearson will also handle the printing, shipping, and processing for all Paper-Based Test materials.

Each District Superintendent or Charter Representative must designate an Achievement District Test Coordinator to oversee AASA testing for all schools within the district or under the same charter. The District Test Coordinator may delegate some responsibilities to a School Test Coordinator. However, the District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AASA in all schools within the district or under the same charter. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual.

The AASA test consists of 6 test units for Grade 3: Writing test unit, ELA Oral Reading Fluency (ORF) test unit, Reading Test Unit 1 and Test Unit 2, Math Test Unit 1 and Test Unit 2. The ELA ORF test only applies to Grade 3. For Grades 4-8, the AASA test consist of 5 test units: Writing test unit, Reading Test Unit 1 and Test Unit 2, and Math Test Unit 1 and Test Unit 2.

The Writing test unit must be administered first. An online dictionary and thesaurus is available to students within the computer-based test. Commercially published paper dictionaries and commercially published paper thesauruses may also be available for student use during the Writing test unit.

Students may use scratch paper during all ELA and Math test units, but their responses must be entered in TestNav in order to be scored. In the case of Special Paper Version (SPV) tests, the Test Administrator will need to ensure the student's responses are entered in TestNav by the end of the test window. Any Special Paper Version tests responses not entered in TestNav by the end of the test window will not be scored.

The computer-based test will include an embedded calculator in the units of the test where a calculator is permitted. No calculators are permitted for Math Grades 3–6. Students in Math Grades 7 and 8 can use an approved calculator for the Math Part/Test Unit 1 only. Providing handheld calculators is not a requirement for schools administering the computer-based test. However, students may use an acceptable handheld calculator in addition to or instead of the online calculator. Refer to the AASA Calculator Policy in this document for additional calculator guidance.

The Oral Reading Fluency (ORF) test unit is administered to **Grade 3 students only**.
Computer-based testing schools must administer the ORF test online in TestNav. The use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. In addition, the ORF test should be administered in small groups no larger than six students per classroom or computer lab. For more information, please see the *Headphone and Microphone Requirements* and the *Recommended Seating Arrangements*, posted on the AASA website at https://www.azed.gov/assessment/aasa.

Note: All students taking a Special Paper Version test will also take the ORF test online in TestNav.

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The AASA tests are administered to students by Test Administrators. This document provides directions for the administration of the AASA Grades 3–8 tests for Computer-Based Testing (CBT) schools and regular-sized print and large print Special Paper Version (SPV) testing.

This document is divided into three main sections:

1. Overview of the Spring 2022 AASA Test Administration
2. Computer-Based Testing (CBT)–Scripted Directions for AASA Grades 3–8

   Note: The test administration process and scripted directions for Paper-Based Testing (PBT) will be covered in a separate document: *Paper-Based Testing: Spring 2022 AASA Test Administration Directions.*

3. Special Paper Version (SPV) tests for large print and regular-sized print test booklets for Computer-Based Testing (CBT) schools - Scripted Directions for AASA Grades 3–8, for which student responses will be entered into TestNav to be scored.

   Note: This document will cover the test administration process for large print and regular-sized print Special Paper Version tests administered in Computer-Based Testing schools. The Braille test administration process will be covered in a separate document: *Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille.*

Students to Be Tested

Students in grades 3—8 will participate in the Spring 2022 AASA test administration.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), are excluded from the Spring 2022 AASA test administration. **AASA should not be administered to any students who take the MSAA.**

Test Administrators and Proctors (including adults entering student responses into TestNav)

Test Administrators, Proctors, and any adult who will have access to the Spring 2022 AASA test must be employees of the school/district/charter. Test Administrators, Proctors, and any adult who will have access to the Spring 2022 AASA test materials must be trained in proper test security and test administration procedures, must sign an *Achievement Tests Staff Security Agreement*, must be thoroughly familiar with this document, and must follow the test administration procedures in this document, including following the scripted directions.

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Test Administrator Responsibilities

Test Administrator responsibilities for Computer-Based Testing (CBT) include:

- ❑ Participating in training activities scheduled by the Test Coordinator
- ❑ Signing and returning to the Test Coordinator the *Achievement Tests Staff Security Agreement Form*
- ❑ Receiving the corresponding test materials from the Test Coordinator
- ❑ Reviewing this document in advance of the testing date
- ❑ Adhering to test administration security procedures
- ❑ Following the test administration directions exactly as stated in this document
- ❑ Reading aloud to the students the scripted directions exactly as stated in this document
- ❑ Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures
- ❑ Confirming student accommodations or test setting(s) in *PearsonAccess^{next}*
- ❑ Allowing Spring 2022 AASA testing access to the appropriate students only

Test Administrators additional responsibilities for administering Special Paper Version tests (For large print and regular-sized print tests) include:

- ❑ Receiving the Special Paper Version test materials from the Test Coordinator
- ❑ Following the directions provided in the *Spring 2022 AASA Test Administration Directions*
- ❑ Verifying that the student's responses are entered into TestNav within the test window
- ❑ Returning all the Special Paper Version test materials to the Test Coordinator

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Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. That testing schedule must comply with the guidance included in this manual.

- A test unit must be completed by the end of the regularly scheduled school day.
- The English Language Arts (ELA) Writing test unit must be administered first.
- For Grade 3, Reading (2 parts/test units) and Math (2 parts/test units), and the ELA Oral Reading Fluency (ORF) (1 part/test unit) test units can be administered in any order. **Note: The ELA Oral Reading Fluency (ORF) test unit will only be administered to Grade 3 students.**
- For Grades 4-8, Reading (2 parts/test units) and Math (2 parts/test units) test units can be administered in any order.
- No more than two test units, plus the ORF test unit for Grade 3, can be administered in a single day.
- When two test units are scheduled on the same day, there must be a significant break between test units. Do not start a test unit if there is not sufficient time to complete the test unit by the end of the regularly scheduled school day.
- Testing days do not have to be consecutive days.
- For Computer-Based testing, students taking the same test within the same school are not required to test on the same day.
- AASA tests are untimed; however, the test unit(s) must be completed by the end of the regularly scheduled school day.

Administering AASA tests on dates other than those shown without the written permission of the Assessment Section of the ADE is a serious testing violation.

Students absent during the regularly scheduled test can continue to test with other students and make up missed tests prior to the close of the test window. Make-up tests, including Writing, can be given out of order.

Make-up tests are to be scheduled anytime during the test window; however, Writing must be completed no later than April 15, 2022, and all Reading and Math tests must be completed by April 29, 2022.

All **Computer-Based testing** must be completed as listed in the schedule below. All student responses from a Special Paper Version test administered in a Computer-Based Testing school must also be transferred into TestNav per the Computer-Based Testing schedule as listed below.

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Spring 2022 Computer-Based Testing and SPV tests transferred into TestNav for CBT Schools

Content Area/Test Unit(s)	Grades	First Day of Testing	Last Day of Testing (including SPV tests transfer into TestNav and make-up testing)
ELA Writing (first test unit)	Grades 3–8	4/4/22	4/15/22
ELA Oral Reading Fluency (ORF) (1 test unit)	Grade 3 only	4/4/22	4/29/22
ELA Reading (2 test units)	Grades 3–8	4/4/22	4/29/22
Math (2 test units)	Grades 3–8	4/4/22	4/29/22
Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by 4/15/22. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by 4/29/22.			

Scheduling Test Units for Grades 3–8

Content Areas	Test Unit(s)	Suggested Times
ELA Oral Reading Fluency (ORF)* (1 test unit—Applies only to Grade 3)	ELA Oral Reading Fluency, Test Unit 1 only	15 minutes
ELA Writing** (1 test unit—First test unit for Grades 3-8)	ELA Writing, Test Unit 1 only	60-90 minutes
ELA Reading (2 test units)	ELA Reading, Test Unit 1	45-75 minutes
	ELA Reading, Test Unit 2	45-75 minutes
Math (2 test units)	Math, Test Unit 1	60-85 minutes
	Math, Test Unit 2	60-85 minutes

*ELA Oral Reading Fluency (ORF) test unit applies to Grade 3 only and will be administered in small groups (no more than 6 students testing at one time). All Grade 3 students taking a Special Paper Version test will be administered the ORF test online in TestNav.

**ELA Writing must be administered first for Grades 3–8.

Six test units must be administered for Grade 3.

Five test units must be administered for Grades 4–8.

ELA Reading (2 test units) and Math (2 test units) can be administered in any order.

Test units can be administered on separate days or 2 test units plus the Oral Reading Fluency (ORF) test unit can be administered on the same day.

When two test units are administered on the same day, a significant break must be given between test units. Test units must be completed on the day the test unit is started.

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Before Test Administration - Spring 2022 AASA

Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign an *Achievement Tests Staff Security Agreement Form*, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- Log into TestNav as a student unless assisting student with log in procedures
- Share their username/password for PearsonAccess^{next}
- Capture images of any part of the test via any electronic device
- Duplicate in any way any part of the test
- Examine, read, or review the content of any portion of the test
- Disclose, or allow to be disclosed, the content of any portion of the test before, during, or after test administration
- Discuss any AASA test item before, during, or after test administration
- Allow students access to test content prior to testing
- Provide any reference sheets to students during the Math test administration or graphic organizers during the Writing test administration
- Allow students to share information during test administration
- Read any parts of the test to students, except as indicated in the *Test Administration Directions*, or as part of an accommodation
- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test
- Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test
- Review students' responses
- Change students' answer choices
- Read or review students' scratch paper
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures

Test Administrators and Proctors may not assist students in answering test questions. Test Administrators and Proctors may not translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.

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Use of Unacceptable Resources

Students are not permitted to use resources on the AASA tests that are not specifically identified in this manual or *The Arizona Accommodations Manual* posted on the ADE website at **www.azed.gov/assessment/accessibility.**

The use of unacceptable resources during the AASA testing is a test security violation and may result in the student's test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including but not limited to unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed, and your Test Coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during the AASA testing. Test Administrators should ask students to place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting test administration. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

Testing Conditions, Tools, and Accommodations

All AASA Test Administrators are expected to read and follow the guidance in the *Arizona Accommodations Manual* posted on the ADE website at **www.azed.gov/assessment/accessibility**.

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide a comfortable and distraction-free environment. Certain accommodations are available to students with an injury, English learner students, and students with a disability. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors. Test Administrators must know which students are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students.

Subject area tools are available to all students on certain portions of AASA. The Text-to-Speech universal tool has tracking and audio capabilities meant for sighted or low vision students. There are Special Paper Version (SPV) test accommodations available that include Braille, large print, and regular print Special Paper Version tests. All accommodations for these tests must be identified in the student's IEP or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction. For students with more complex needs, please contact ADE.

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This document will cover the test administration process for large print and regular-sized print Special Paper Version tests administered in Computer-Based Testing schools. The Braille Special Paper Version tests administration process will be covered in a separate document: *Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille.*

Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set in PearsonAccess^{next} before the test session. Users with the role the of District Test Coordinator, School Test Administrator, or School Test Coordinator can change all test settings and accommodations in PearsonAccess^{next} any time prior to testing.

For **Special Paper Version tests,** ADE will review all Special Paper Version requests. For any student with an approved Special Paper Version test, ADE will create a Special Paper Version test session in PearsonAccess^{next}, move the student into the Special Paper Version test session, and place an additional order for the Special Paper Version test. For any questions regarding the Special Paper Version test, contact the District Test Coordinator.

For any student administered a Special Paper Version test, the student's responses will need to be entered into TestNav in order to be scored. Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022. The Test Administrator must follow the directions for test administration and entering student's responses into TestNav that are detailed in this document.

User Roles in PearsonAccess^{next}

Each Test Administrator must have the appropriate user role in the PearsonAccess^{next} system provided by the Test Coordinator.

For **Special Paper Version tests**, any Test Administrator or other school staff who will be entering student responses into TestNav for students who were administered a Special Paper Version test must also have an appropriate user role in PearsonAccess^{next}.

Location for Testing

The location for testing must be determined prior to the testing date. The AASA tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. AASA tests may be administered in a home or hospital setting for a single student. Please contact ADE with any questions. The AASA tests cannot be administered outside the state of Arizona.

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Prepare the Room for Testing

The testing room should be prepared for the AASA test administration prior to the testing date.

- Each testing room should have a "Testing – Do Not Disturb" sign on its door.
- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.
- Any motivational signs for testing must be removed or covered completely.
- Arrange student seating so that students cannot easily see each other's test materials and so that the Test Administrator(s) and Proctor(s) can walk by each student.
- Students' desks and tables should be cleared of backpacks, personal electronic devices, and unnecessary materials prior to the beginning of testing.

Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

- Electronic or paper copy of the *Spring 2022 AASA Test Administration Directions*
- "Testing – Do Not Disturb" signs
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks
- One computer or compatible device for the Test Administrator during testing to manage the testing session.
- One computer or other approved device for each student to be tested, with the TestNav application installed. Each student must also have working headphones, keyboard, and mouse for testing.
- Printed student testing ticket for each student to be tested. These should be printed and cut in advance of testing sessions.
- Students are provided all other tools and resources needed for AASA testing within the TestNav application.

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AASA Calculator Policy

Calculators are permitted on AASA Grades 7 and 8 Math Part/Unit 1 only. The following table lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

AASA Calculators

Test/Grade	Calculator Policy
Math Grades 3–6	**No calculators permitted on AASA.**
Math Grades 7–8	Scientific calculators are permitted on AASA Math Part/Unit 1 only. No calculators are permitted on AASA Math Part/Unit 2. **Scientific calculator should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and π. They may NOT include: any problem solving or programming capabilities, place values, and inequalities.** ***Sample acceptable calculator: TI-30X IIS or similar.*** **The Desmos Scientific calculator is embedded in the online AASA Math Part/Unit 1 test.**

Additional Calculator Guidance

The applicable portion of the Computer-Based Test will include the acceptable online version of an approved calculator in TestNav. Providing handheld calculators is not a requirement for Computer-Based Testing (CBT) schools. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.

No laptop, tablet, or phone-based calculators may be used during the AASA unless they are accessed through the TestNav App installed on the device.

Students are not allowed to share calculators during a testing unit.

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Preparing for Computer-Based Testing (CBT)

Prior to testing, Test Administrators should ensure the following:

- They have a copy of the *Spring 2022 AASA Test Administration Directions* and are familiar with testing procedures.
- They have an appropriate user role in PearsonAccess^{next} provided by the Test Coordinator.
- All testing devices are in working order.
- TestNav application has been downloaded and installed on all devices.
- Each device must have the required headphone, keyboard and mouse and be in working order.

Before students arrive to take the AASA test, the Test Administrator should close all programs on each testing device, then launch the TestNav application.

The student **Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact your Test Coordinator.

TestNav Arizona Sign In Screen

TestNav Tutorial and AASA Sample Test

The AASA Sample Test helps students, teachers, and parents become familiar with the content, item types, and the tools in the online test administration. The sample tests are available in the computer-based format. They do not include an item for each of the aligned Arizona Academic Standards and do NOT provide scores for students. They should NOT be used to evaluate a student's proficiency level. Students will access the test as a guest, so no personal information needs to be provided. By taking the Sample Test, students can become comfortable with TestNav and reduce any anxiety they might have while taking a high-stakes test online. Teachers can use these tests and the Scoring Guides to provide students with a greater level of comfort with the system and tools available.

Students should take the TestNav Tutorial and Sample Test prior to taking the Spring 2022 AASA tests. Although it is not a scored test, students will become acquainted with the online tools, navigation features, and item types while taking the Sample Test in TestNav.

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Start Test Session

Before testing begins, each test session must be started in PearsonAccess^{next}. Upon starting a test session, each student's test is in locked status. On testing day, students present for testing must be unlocked in PearsonAccess^{next} before students can sign into TestNav with their credentials supplied on the testing ticket. Refer to the *PearsonAccess^{next} User's Guide* for detailed instructions on how to start a test session and unlock a test session.

Signing Into TestNav to Begin Testing

Computers should be in place when students arrive. TestNav should be downloaded, and the "Sign In" screen should be visible.

Students must have their testing tickets in order to sign into the AASA test in TestNav.

Testing Tickets

Testing tickets contain the information that is required for students to log into TestNav. Testing tickets are available resources in PearsonAccess^{next}.

Sample Testing Ticket

STUDENT TESTING TICKET

Student: **Lastname1, Firstname1**
SSID: **999999999999**
Session: **AASA Grade 03**
Date of Birth: **10/01/2012**
Test: **AASA Grade 03**
Select **Arizona** in the application.
Username: **LGN41660365** Password: **DLY4GAH**

The Test Coordinator or the School Test Administrator may print testing tickets for TestNav. Please refer to the *PearsonAccess^{next} User's Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance so that testing is not delayed. Testing tickets are considered secure test materials and should be stored securely when not in use. Testing tickets must be collected at the end of a test unit.

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During Test Administration – Spring 2022 AASA

The Spring 2022 AASA test is a standardized test. Test Administrators must have an electronic or paper copy of this document. The Test Administrator must follow the directions exactly as stated in this document.

The scripted directions are formatted to guide you through test administration and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a "SAY" in the scripted directions.

This document includes the scripted directions for the Spring 2022 AASA Computer-Based Test (CBT) and also scripted directions for large print and regular-sized print Special Paper Version tests administered in CBT schools.

Breaks During Testing

- Individual students are allowed to use the restroom. Prior to leaving the room, the students must sign out of their test. Students must also fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.
- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use their cell phones, or leave the room during their stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.
- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group) are not allowed. Once a class leaves the testing room, the test session will be over. This would exclude an emergency or other unusual situation that occurs during testing.

Monitoring Testing

During the administration of the AASA tests, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions and assist with any situations that may arise. Test Administrators and Proctors may not answer student questions about test content.

Monitor Test Status

Test Administrators can monitor test sessions in the **Students in Sessions** screen in PearsonAccess^{next}. Test Administrators can view student status and lock or unlock students' tests.

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Troubleshoot Guidance During Testing

The following are common issues that arise during the test and how to resolve the issue.

- **Student unable to log in** – Student must type his or her username and password exactly as listed on the student's testing ticket. Verify that the student's test session is in **Ready** status and student is unlocked in PearsonAccess^{next}.
- **Student in "Exited" status** – Student has signed out of TestNav. If appropriate, the Test Administrator should "**Resume**" the student's test session in PearsonAccess^{next}.
- **Student in "Completed" status** – Student has completed and submitted the test session.
- **Test Session Stopped** – A session can only be stopped when testing is complete and students' statuses are complete. When testing is complete, students cannot be added to the session.
- For any issues that prevent students from continuing to test, the Test Administrator must notify the District Test Coordinator on the same day. All test irregularities must be submitted in PearsonAccess^{next} by the District Test Coordinator on the day of the occurrence. ADE will go into PearsonAccess^{next} to review test irregularities and will follow up with the District Test Coordinator to let them know if students' tests are invalidated or not.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive students should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled testing session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. Students must fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room. Students may not take cell phones or any other electronic devices when going to the restroom.

The student must sign out of his/her test prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to "resume" the student's test in PearsonAccess^{next} prior to the student attempting to sign into his or her test to continue testing.

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Students Who Leave School During Testing

Students who need to leave school before completing a particular test unit for the AASA test, including those students who leave due to illness, are ineligible to continue the test for that testing unit. The Test Administrator should inform the student that he/she will not be permitted to finish that test unit when the student returns to school.

The Arizona Department of Education recommends that documentation be kept identifying the time the student left the testing room, the testing unit in progress at that time, and the reason for leaving early.

The student must submit his or her test in TestNav before leaving the room. If the student is unable to submit the corresponding test unit, the Test Administrator will need to mark the student's test unit as "Marked Complete" in PearsonAccess^{next} as the student would be considered "Exited" from TestNav, once logged out of TestNav, and will not be resuming the test at a later time. Refer to the *PearsonAccess^{next} User's Guide* for more details.

The student must hand in any scratch paper to the Test Administrator before leaving the room, if applicable. If the student returns to school during the test window, he or she may continue testing on any test unit(s) that have not yet been started.

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After Test Administration – Spring 2022 AASA

Students Who Need Additional Test Time

Most students should have time to finish the test during the allotted time. Students who are working productively and require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test unit is complete; however, students can have lunch brought to them, if necessary.

- If a student continues working on the current computer, he or she can continue to test.
- If a student must be moved to another computer or room, he or she must sign out of his or her test unit before moving to another computer or room. The Test Administrator will have to **"Resume"** the student's test in PearsonAccess^{next} prior to the student attempting to sign into his or her test to continue testing.

Ending Testing

When a student has finished testing, Test Administrators should verify that the student has submitted his or her test and then collect any scratch paper. Test Administrators can verify that a test has been submitted by checking the student **Status** column in PearsonAccess^{next} for a status of "**Submitted**." Refer to the *PearsonAccess^{next} User's Guide* for more details on checking test statuses.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork unrelated to English Language Arts (ELA) and/or Math (depending on the test being taken on that day) silently while waiting for the scheduled test unit to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test unit. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper and this manual.

Marking Non-Embedded Test Accommodations

For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must provide this information to the School Test Coordinator to update PearsonAccess^{next}.

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Special Paper Version Tests

All students who tested using a Special Paper Version test booklet must have their responses transferred into TestNav following the procedures in this document. Any Special Paper Version test responses not entered in TestNav by the end of the test window will not be scored. Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

Special Paper Version tests must be returned to the District Test Coordinator after students have completed testing.

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Computer-Based Testing (CBT)—Scripted Directions for ELA Writing Grades 3—8 (Test Unit 1)

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess^{next}.

The ELA Writing test is administered in one part, one test unit.

Materials required to administer Computer-Based Testing (CBT):

- Electronic or paper copy of the *AASA Computer-Based Testing (CBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Students may use scratch paper to prepare their response, but their response must be entered in the online test's response space in order to be scored. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to an approved commercially published paper version dictionary and thesaurus (optional).

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.

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ELA Writing Test Unit 1: Computer-Based Testing (CBT)—Scripted Directions for Grades 3—8

SAY	**Today, you will be taking Arizona's Academic Standards Assessment ELA Writing test.** **Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer.** **Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during this test unit may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The ELA Writing test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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SAY	**Today's ELA Writing test has one prompt and multiple sources for you to read and respond to.** **There is also a *Writing Guide* that provides the expectations for your response. You may use the Dictionary and Thesaurus tool in your test as well.** **You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must enter your final response on the computer in TestNav.** **Manage your time carefully so that you can do the following actions:** • **Read the sources.** • **Plan your response.** • **Write your response.** • **Revise and edit your response.** **Your response should be in the form of a multiparagraph essay. Enter your response in the space provided.** **Remember that your response must address the writing prompt and reading sources.** **Are there any questions?**

Answer any questions.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all student information is correct and students are signed in.

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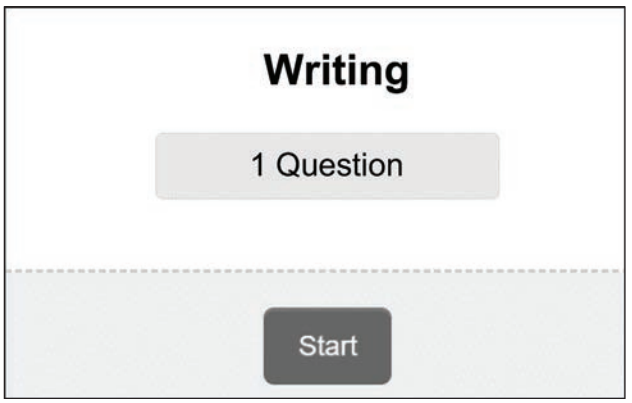
SAY	**Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.** **If your name appears correctly, click the blue "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

SAY	**Now, you will see the Writing screen. There will be one test unit for the ELA Writing test. Click the "Start" button to continue.** 

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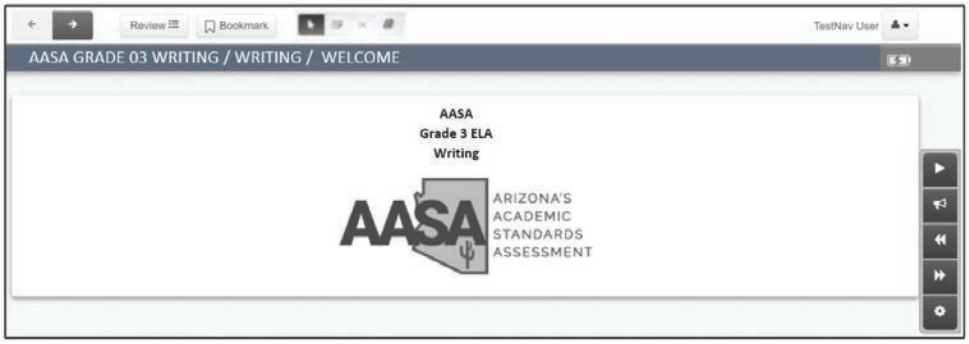
The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **There are buttons to review and bookmark questions as well as pointer, notepad, answer eliminator, and Dictionary/Thesaurus buttons.** • **The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.** **In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.** • **The Play Text-to-Speech tool allows text to be read aloud to you.** • **The Toggle Click-to-Hear tool highlights and reads aloud selected text.** • **The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.** **For the ELA Writing test, you will also have access to the "Expand" screen tool. On the screens with reading sources, you will notice the left and right arrows found in the middle of your screen. These arrows will appear right above the question and answer choices. You can use these arrows to expand your screen to the left or to the right during the test, as needed.** **Are there any questions?**

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Answer any questions.

SAY	**At the end of the ELA Writing test, you will have a chance to go back and review your response using the "Review" drop down menu. When you are satisfied with your response, click the "Submit Final Answers" button.** **The screen "Test Submit Warning" will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

SAY	**You may now begin.** **Put your headphones on and click on the "Next" button to begin.**

While students are testing, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

As students are testing, monitor students' test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Test Status).

As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

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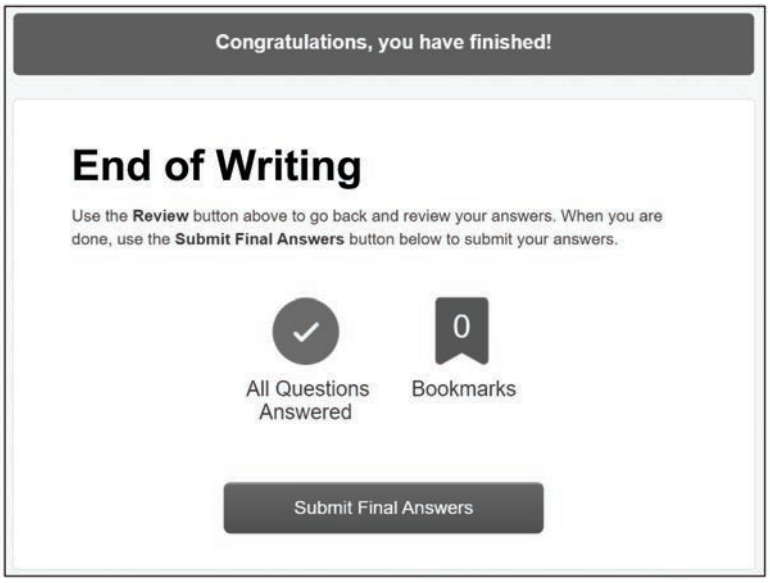
When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.** **If you have finished testing and reviewed your response, you may click the "Submit Final Answers" button now.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.



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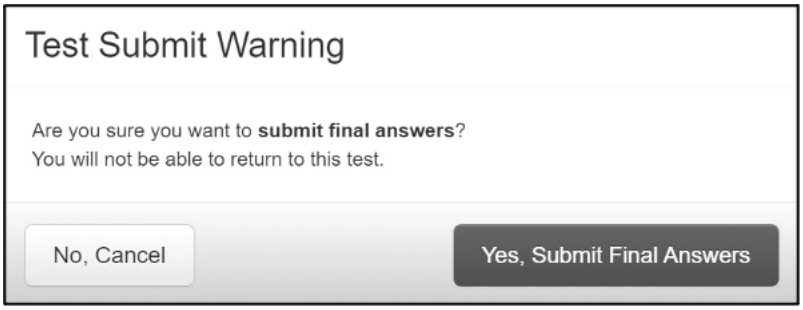
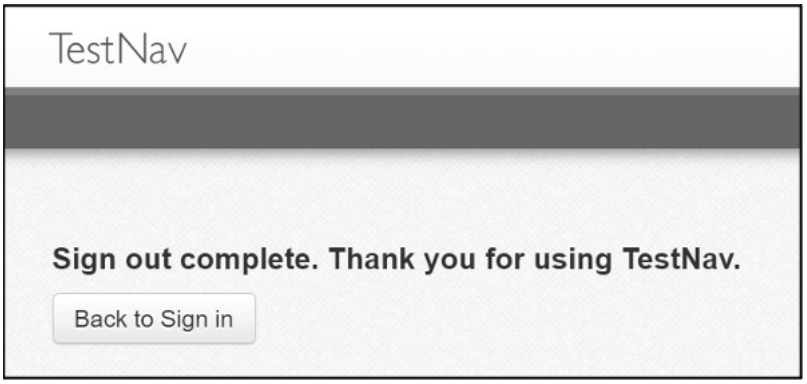
TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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Computer-Based Testing (CBT)—Scripted Directions for ELA Reading Grades 3—8 (Test Unit 1 and Test Unit 2)

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess^{next}.

The AASA ELA Reading test is administered in two test units—Test Unit 1 and Test Unit 2.

Materials required to administer Computer-Based Testing (CBT):

- Electronic or paper copy of the *Spring 2022 AASA Computer-Based Testing (CBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Students may use scratch paper during the Reading test. However, all student responses must be typed in the test's response space. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

The use of a dictionary or thesaurus is prohibited on both Reading test units. No test direction or item may be read aloud to students.

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.

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ELA Reading Test Unit 1: Computer-Based Testing (CBT)—Scripted Directions for Grades 3—8

SAY	**Today, you will be taking Arizona's Academic Standards Assessment ELA Reading Test Unit 1.** **Talking during the test is not allowed, and you may not discuss the questions or your responses after the test. Keep your eyes on your own computer.** **Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

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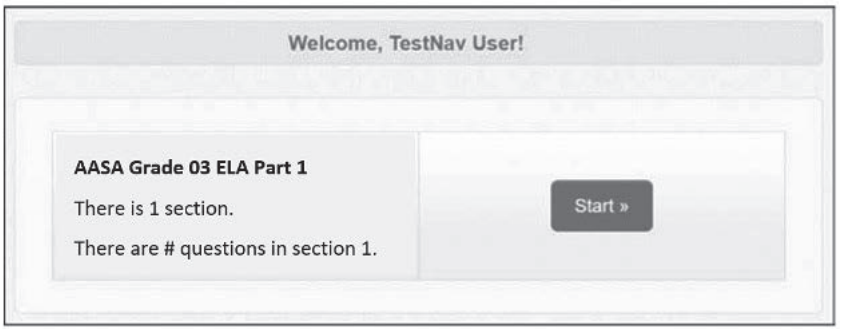
SAY	**Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.** **If your name appears correctly, click the blue "Start" button.** 

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

SAY	**Now, you will see the ELA Part 1 screen. Verify that you are under the correct ELA Reading Test Unit 1.** **Once you have verified that you are in the correct ELA Reading Test Unit 1, click the "Start" button to continue.**

The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

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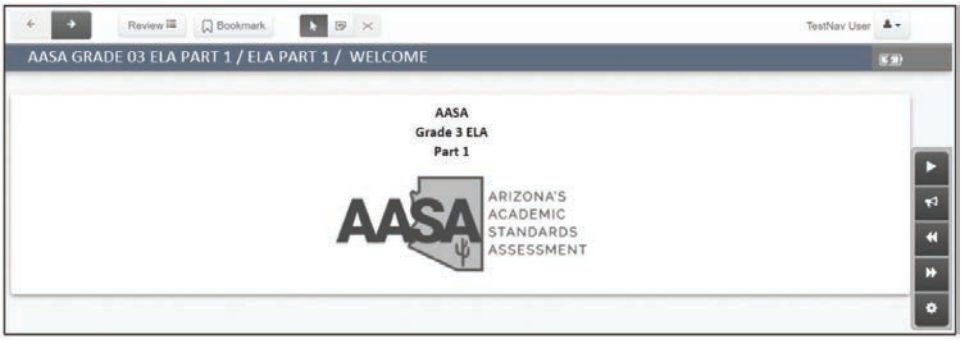
Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **There are buttons to review and bookmark questions as well as pointer, notepad, and answer eliminator buttons.** • **The User drop down next to your name has the tools background and foreground color, magnifier, line reader mask, zoom, and sign out.** **In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.** • **The Play Text-to-Speech tool allows text to be read aloud to you.** • **The Toggle Click-to-Hear tool highlights and reads aloud selected text.** • **The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.** **For the ELA Reading test, you will also have access to the "Expand" screen tool. On the screens with reading passages, you will notice the left and right arrows found in the middle of your screen. These arrows will appear right above the question and answer choices. You can use these arrows to expand your screen to the left or to the right during the test, as needed.** **Are there any questions?**

Answer any questions.

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SAY	**Today's Reading test contains several reading passages and questions about those passages. You may refer back to the passages when answering the questions.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to enter more than one response.** **You may use scratch paper, but you need to record your responses in the test's response spaces provided in TestNav.** **At the end of this test unit, you will have a chance to go back and review your responses using the "Review" drop down menu. Make sure that you have answered all the questions. When you are satisfied with your responses, click the "Submit Final Answers" button.** **The screen Test Submit Warning will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

SAY	**You may now begin.** **Put your headphones on and click on the "Next" button to begin.**

While students are testing, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

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Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

As students are testing, monitor students' test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Test Status).

As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

	This concludes the test unit. **If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.** **If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

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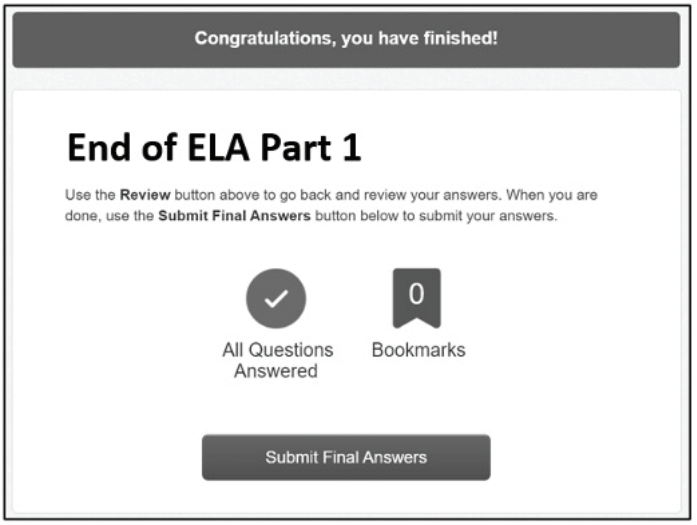
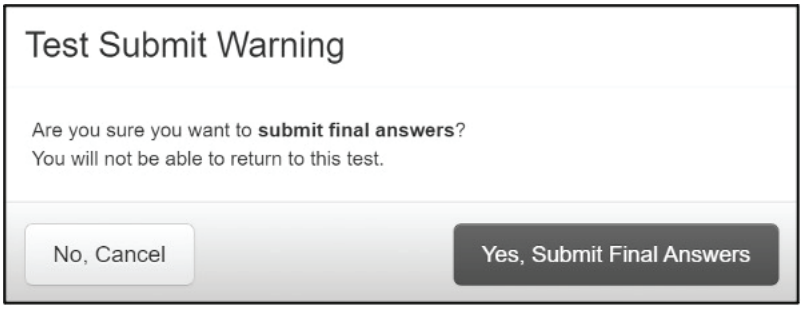
The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.



TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



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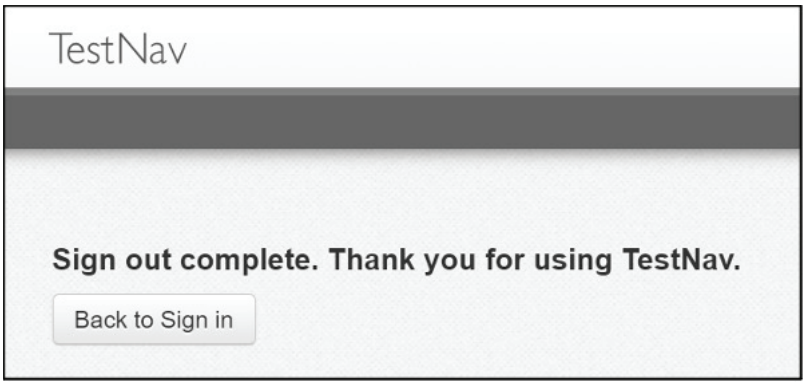
When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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ELA Reading Test Unit 2: Computer-Based Testing (CBT)—Scripted Directions for Grades 3—8

SAY	**Today you will be taking Arizona's Academic Standards Assessment ELA Reading Test Unit 2.** **Talking during the test is not allowed, and you may not discuss the questions or your responses after the test. Keep your eyes on your computer.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

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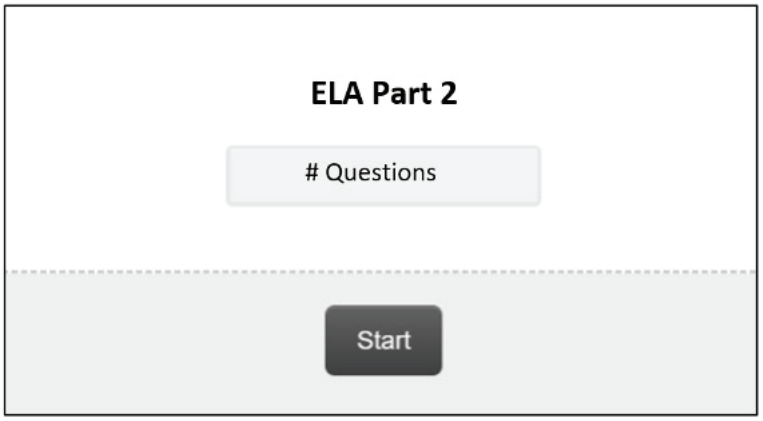
SAY	**Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.** **If your name appears correctly, click the blue "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

SAY	**Now, you will see the ELA Part 2 screen. Verify that you are under the correct ELA Reading Test Unit 2.** **Once you have verified that you are in the correct ELA Reading Test Unit 2, click the "Start" button to continue.** 

The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

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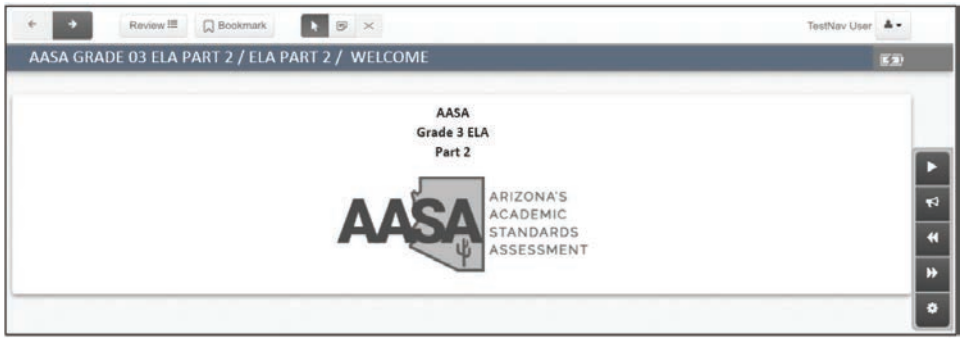
Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **There are buttons to review and bookmark questions as well as pointer, notepad, and answer eliminator buttons.** • **The User drop down next to your name has the tools background and foreground color, magnifier, line reader mask, zoom, and sign out.** **In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.** • **The Play Text-to-Speech tool allows text to be read aloud to you.** • **The Toggle Click-to-Hear tool highlights and reads aloud selected text.** • **The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.** **For the ELA Reading test, you will also have access to the "Expand" screen tool. On the screens with reading passages, you will notice the left and right arrows found in the middle of your screen. These arrows will appear right above the question and answer choices. You can use these arrows to expand your screen to the left or to the right during the test, as needed.** **Are there any questions?**

Answer any questions.

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SAY	**Today's Reading test contains several reading passages and questions about those passages. You may refer back to the passages when answering the questions.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to enter more than one response.** **You may use scratch paper, but you need to record your responses in the test's response spaces provided in TestNav.** **At the end of this test unit, you will have a chance to go back and review your responses using the "Review" drop down menu. Make sure that you have answered all the questions. When you are satisfied with your responses, click the "Submit Final Answers" button.** **The screen Test Submit Warning will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

SAY	**You may now begin.** **Put your headphones on and click on the "Next" button to begin.**

While students are testing, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

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If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

As students are testing, monitor students' test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Test Status).

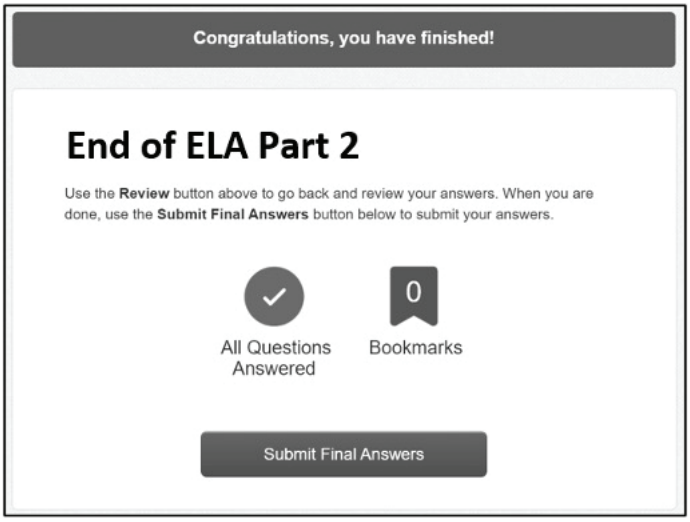
As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.** **If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.



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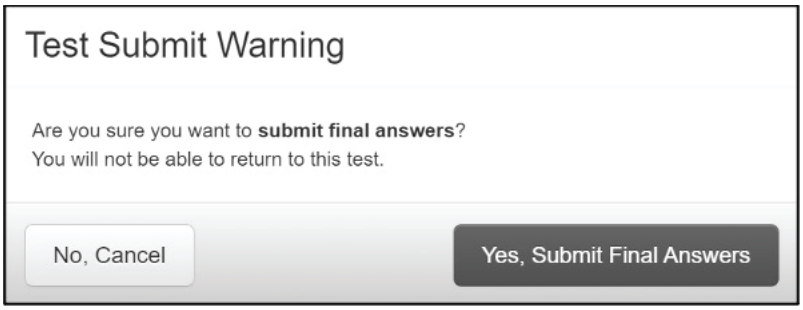
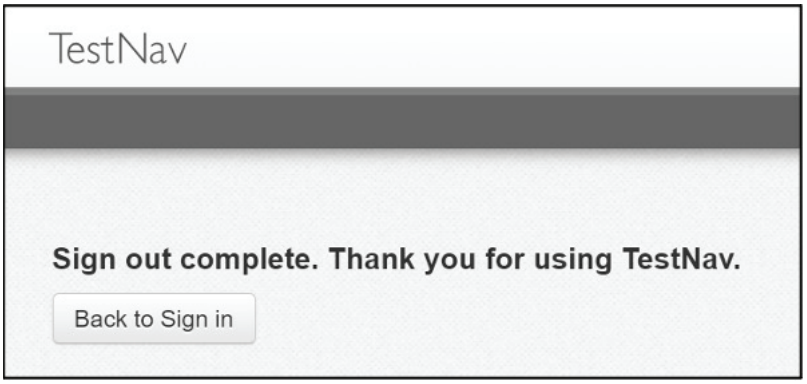
TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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Computer-Based Testing (CBT)—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Online Test Recording in TestNav (Test Unit 1)

Note: The ELA Oral Reading Fluency (ORF) test will only be administered to Grade 3 students.

For Computer-Based Testing schools, third grade students, including any students taking a Special Paper Version of the test, will complete the ELA ORF test online in TestNav.

When administering the ORF test online in TestNav, the use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. In addition, the ORF test should be administered in small groups no larger than six students per classroom or computer lab. For more information, please reference the *Headphone and Microphone Requirements* and the *Recommended Seating Arrangements*, posted on the AASA website at https://www.azed.gov/assessment/aasa.

Materials required to administer the ELA Oral Reading Fluency (ORF) test online (voice recording in TestNav):

- Electronic or paper copy of the *Spring 2022 AASA Computer-Based Testing (CBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Testing tickets
- Headsets with microphones – It is recommended that headsets be unidirectional with noise-cancelling microphones.

This test unit requires the use of headsets with microphones as the student's voice recording will be captured in TestNav using the microphone selected during Microphone Set Up. Prior to the test administration, Test Administrators must ensure that headsets are available and in good working order. The volume and sound quality must be sufficient so that all students can easily record their voice and are able to playback their audio recording.

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ELA Oral Reading Fluency (ORF) Test Unit 1: Scripted Directions for Grade 3 only: Online Test Recording in TestNav

The ELA ORF test is administered in one part, one test unit for **third grade students only**.

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.

SAY	**Today, you will be taking Arizona's Academic Standards Assessment ELA Oral Reading Fluency (ORF) test.** **Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **Keep your eyes on your own computer. If you have a question or need help during the test, raise your hand, and I will come to you.** **The ELA Oral Reading Fluency (ORF) test is timed. You will be given one minute to read each passage out loud. You might not finish reading the whole passage, and that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word.** **For each passage, once you are ready to begin reading, you will click the red button to start the audio recording and begin reading the passage out loud. Each passage will be recorded as you read. Once the recording ends for a passage, the message "Recording complete." will display on your screen.** **To move to the next reading passage, you will need to select the blue "Next" arrow button found at the top of your screen.** **Are there any questions?**

Answer any questions.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

NOTE: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

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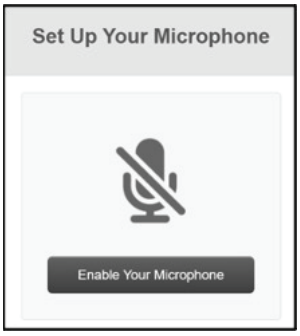
SAY	**Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen.** **If your name is not correct, raise your hand, and I will come to you.** **If your name appears correctly, click the blue "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

Next, students will perform a microphone check in TestNav. Headphones must be securely plugged into the correct jack or USB port. Students will need to record themselves speaking, then they will play the recording back to themselves to see if it sounds good before they proceed to the ORF test.

SAY	**Now, you will see the "Set Up Your Microphone" screen. Click the "Enable Your Microphone" button to proceed to the microphone check screen.**  **You may receive the following pop-up message on your computer screen:** **az.testnav.com wants to use your microphone.** **If you receive this message, click on the "Allow" button to enable your microphone.**

Once all students have enabled their microphone and any needed assistance has been provided, proceed with the directions.

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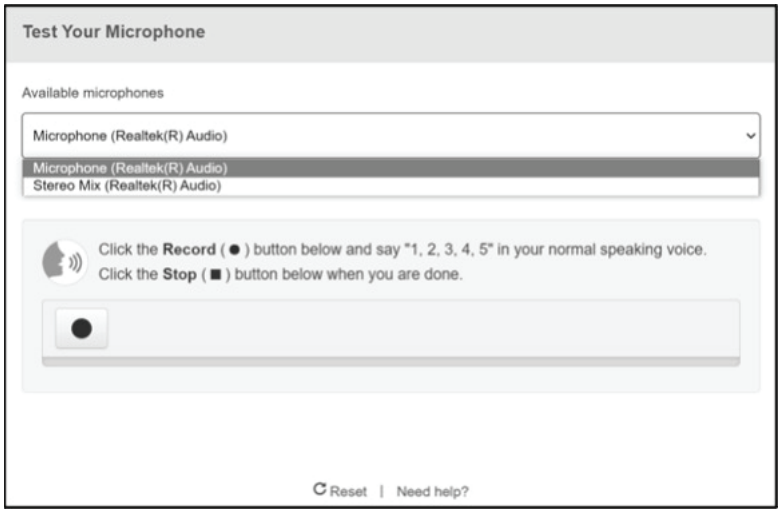
SAY	
	Next, you will see the "Test Your Microphone" screen and a drop-down menu with a listing of available microphones. Check that the appropriate microphone is selected in the drop-down menu. **Once you have selected your preferred microphone, click on the red Record button and follow the instructions on the screen to test your microphone.** 

Once the student has checked that the preferred microphone is selected, has recorded his or her voice, and any needed assistance has been provided, proceed with the directions.

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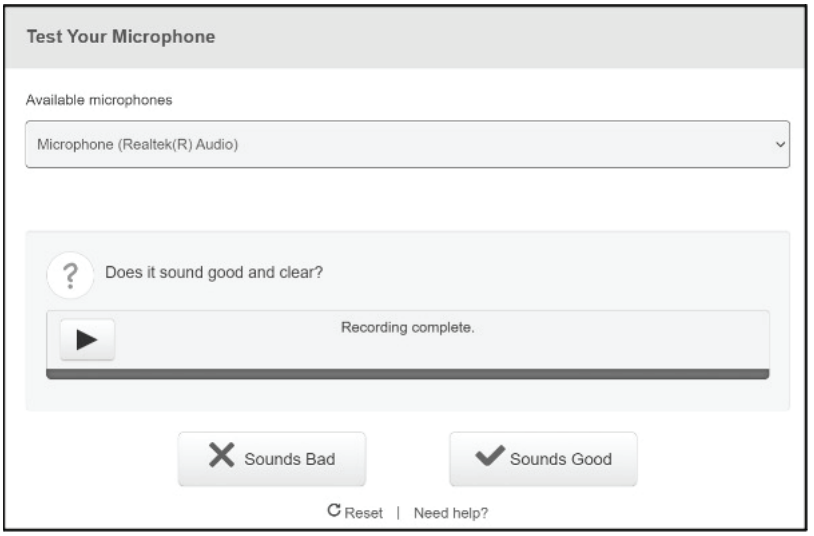
SAY	**Once you have recorded your voice, another "Test Your Microphone" screen will appear with the question "Does it sound good and clear?"** **Click on the Play (▶) button found right below this question to listen to your voice recording.** **If your voice recording sounds good and clear, click on the "Sounds Good" button with the green check mark. Otherwise click on "Sounds Bad" button with the red X and try again. If you need help, raise your hand, and I will come to you.** 

Move around the room and make sure all students are on the "Test Your Microphone" screen and are listening to their voice recording.

Assist any students who are unable to hear their audio recording.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the microphone selected in the "Available microphones" dropdown is not muted.*

If audio and/or microphone issues cannot be resolved, move student to another computer with working audio and microphone.

Verify that all students have completed the microphone check and are ready to proceed with the test.

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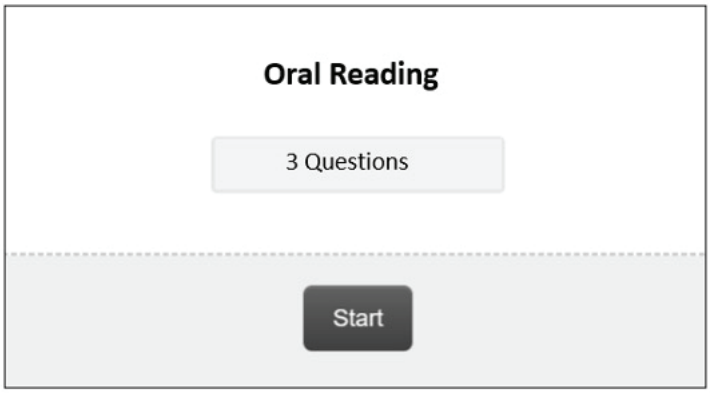
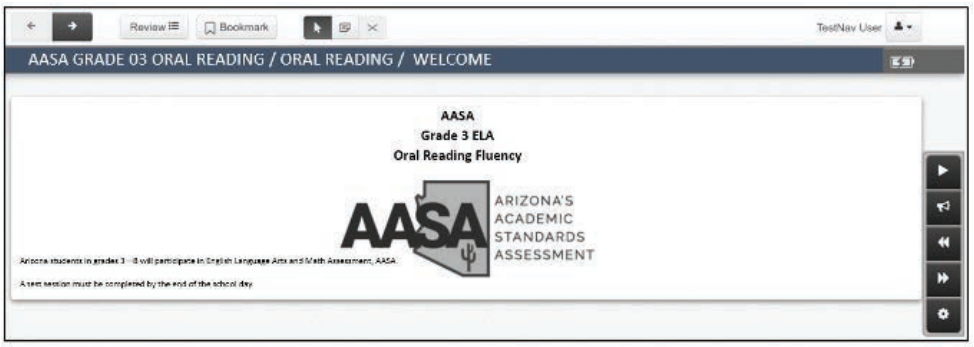
SAY	**Once you click on the "Sounds Good" button, you will see the Oral Reading screen. There will be three questions in this Oral Reading Fluency test.** **Click the "Start" button to continue.**



The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.** **Are there any questions?**

Answer any questions.

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SAY	**The ELA Oral Reading Fluency (ORF) test contains three reading passages that will need to be read out loud. Make sure to read the directions. You will see a red button at the top of the screen for each passage.** **When you are ready to begin the test, the red button will need to be selected before reading the passage out loud. Start with the first word. After one minute, the recording will end for the passage, and a message "Recording complete." will display on your screen.** **Important: Do not click the square stop button as this will end the recording. If you end the recording, you cannot go back and re-record.** **Are there any questions?**

Answer any questions.

SAY	**After each voice recording, you will need to click the blue "Next" arrow to move to the next passage.** **Important: Once you click the "Next" button, you cannot go back and re-record.** **Now we are going to start the test.** **Put your headphones on and click on the "Next" button to begin.**

While students are testing, move around the room to make sure students are progressing through the test.

The Oral Reading Fluency (ORF) test is estimated to take no more than 15 minutes, including setup time, the microphone check, and the actual test. Therefore, it is recommended that students complete the Oral Reading Fluency (ORF) test without leaving the room for a break. However, if a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room.

When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test. Once the student's test is resumed, the student will need to complete the microphone check steps again.

As each student finishes the test, do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test unit.

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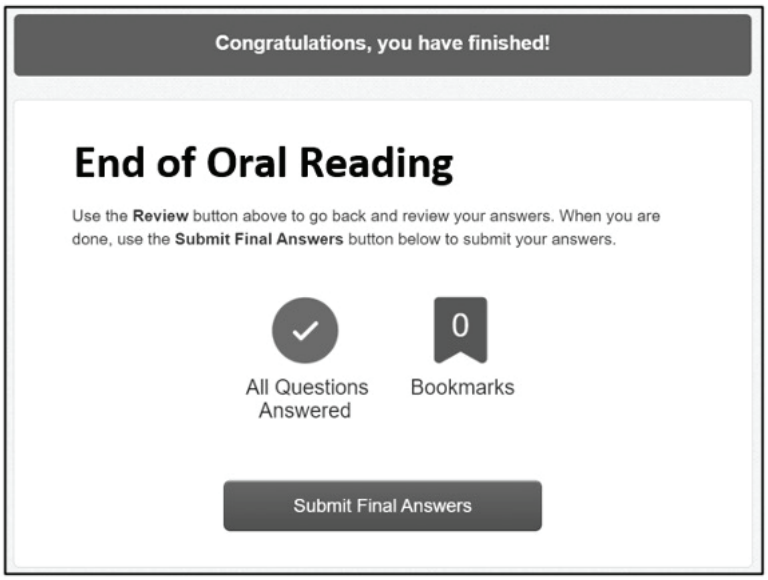
Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

When the test unit ends:

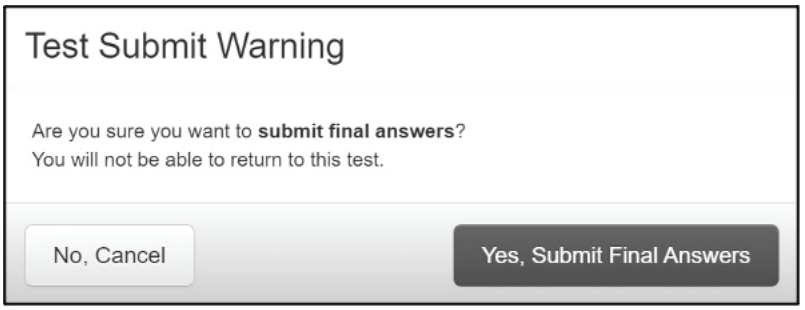
SAY	**This concludes the test unit.** **If you have finished testing, you may click the "Submit Final Answers" button now.**

The student will see the following screen at the end of the test unit.

The student must click on the "Submit Final Answers" button on this screen.



TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



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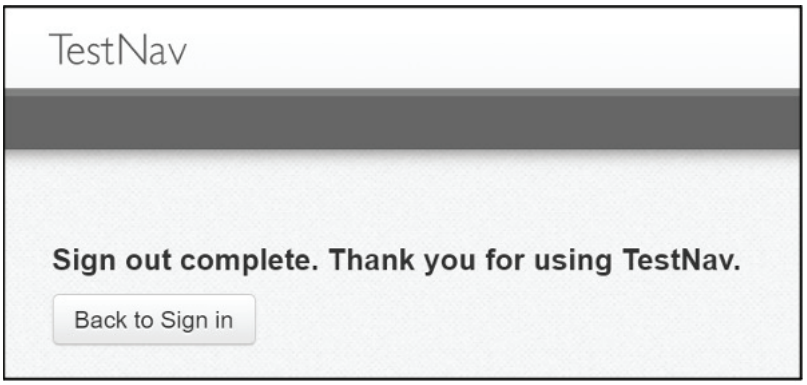
When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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Computer-Based Testing (CBT)—Scripted Directions for Math Grades 3—6 (Test Unit 1 and Test Unit 2)

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess^{next}.

The AASA Math test is administered in two test units—Test Unit 1 and Test Unit 2.

Materials required to administer Computer-Based Testing (CBT):

- Electronic or paper copy of the *Spring 2022 AASA Computer-Based Testing (CBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional directions for the Math test:

- For AASA Math Grades 3-6, calculators are NOT permitted for any of the test units.
- Math reference sheets are NOT permitted.

Students may use scratch paper during the Math test. However, all student responses must be typed in the test's response space in TestNav. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.
- Distribute scratch paper.

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Math Test Unit 1: Computer-Based Testing (CBT)—Scripted Directions for Grades 3–6

SAY	**Today, you will be taking Arizona's Academic Standards Assessment Math Test Unit 1.** **Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer.** **Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

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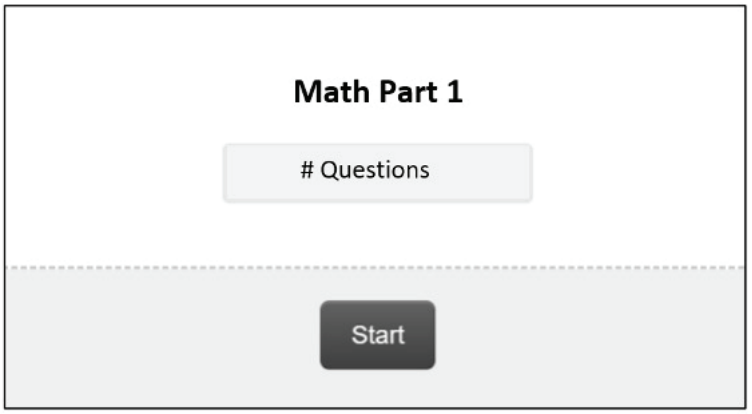
SAY	**Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.** **If your name appears correctly, click the blue "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

SAY	**Now, you will see the Math Part 1 screen. Verify that you are under the correct Math Test Unit 1.** **Once you have verified that you are in the correct Math Test Unit 1, click the "Start" button to continue.** 

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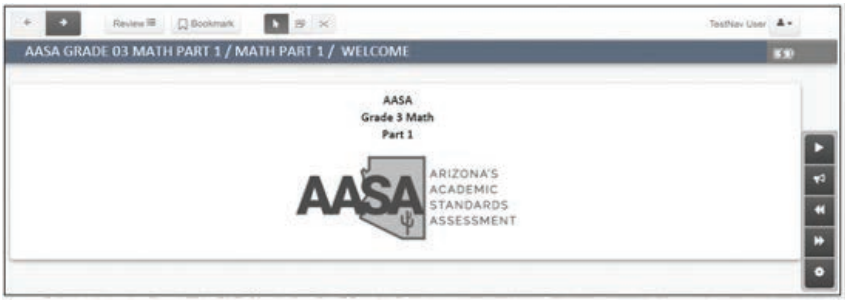
The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **There are buttons to review and bookmark questions as well as pointer, notepad, and answer eliminator buttons.** • **The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.** **In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.** • **The Play Text-to-Speech tool allows text to be read aloud to you.** • **The Toggle Click-to-Hear tool highlights and reads aloud selected text.** • **The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.** **Are there any questions?**

Answer any questions.

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SAY	**Today's math test contains several types of math problems. Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to enter more than one response, and some questions will require you to give your response in different ways.** **You may use scratch paper, but you need to record your responses in the test's response spaces provided in TestNav.** **At the end of this test unit, you will have a chance to go back and review your responses using the "Review" drop down menu. Make sure that you have answered all the questions. When you are satisfied with your responses, click the "Submit Final Answers" button.** **The screen "Test Submit Warning" will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

SAY	**You may now begin.** **Put your headphones on and click on the "Next" button to begin the test.**

While students are testing, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

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As students are testing, monitor students' test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Test Status).

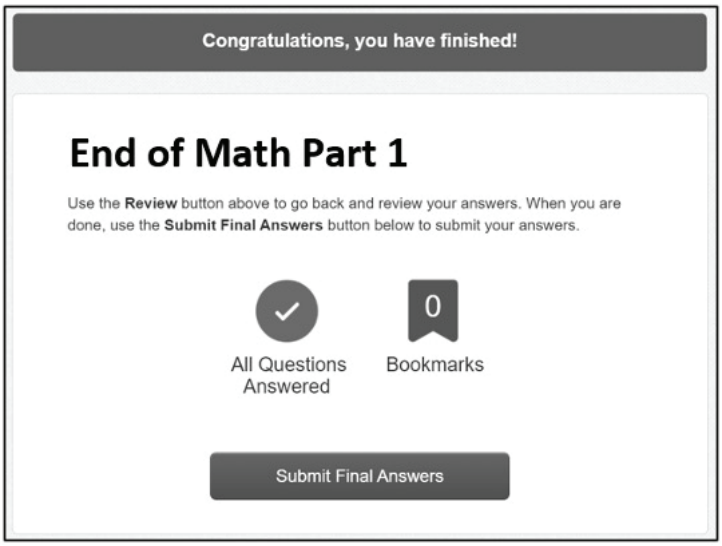
As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.** **If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.



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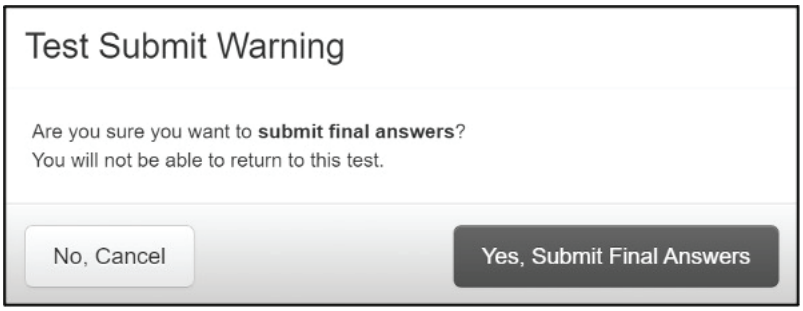
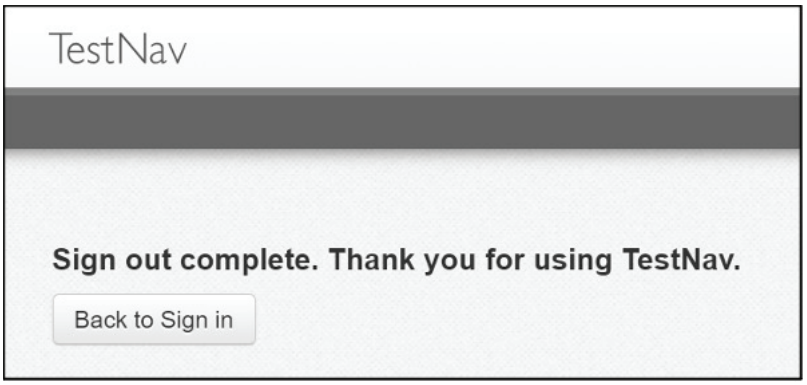
TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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Math Test Unit 2: Computer-Based Testing (CBT)—Scripted Directions for Grades 3–6

SAY	**Today, you will be taking Arizona's Academic Standards Assessment Math Test Unit 2.** **Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer.** **Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

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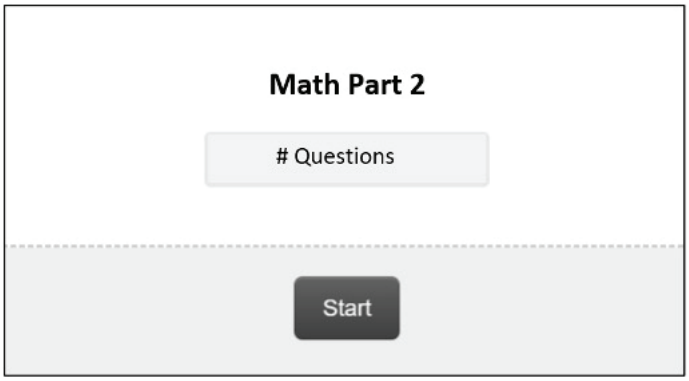
SAY	**Now, you will see the Welcome screen. Raise your hand if the name is not correct.** **If your name appears correctly, click the blue "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

SAY	**Now, you will see the Math Part 2 screen. Verify that you are under the correct Math Test Unit 2.** **Once you have verified that you are in the correct Math Test Unit 2, click the "Start" button to continue.** 

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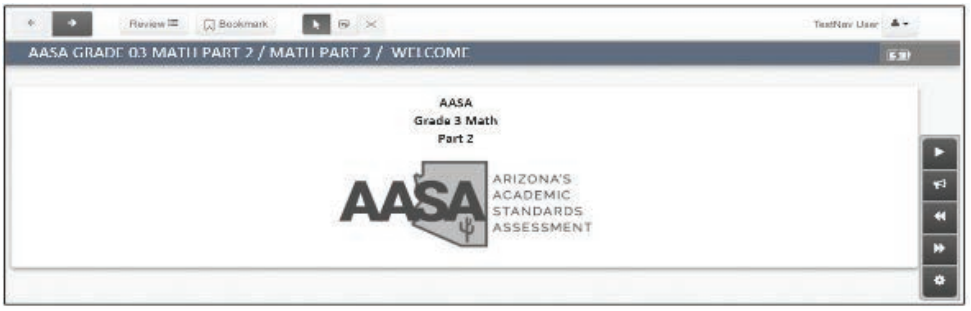
The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **There are buttons to review and bookmark questions as well as pointer, notepad, and answer eliminator buttons.** • **The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.** **In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.** • **The Play Text-to-Speech tool allows text to be read aloud to you.** • **The Toggle Click-to-Hear tool highlights and reads aloud selected text.** • **The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.** **Are there any questions?**

Answer any questions.

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SAY	**Today's math test contains several types of math problems. Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to enter more than one response, and some questions will require you to give your response in different ways.** **You may use scratch paper, but you need to record your responses in the test's response spaces provided in TestNav.** **At the end of this test unit, you will have a chance to go back and review your responses in this test unit using the "Review" drop down menu. When you are satisfied with your responses, click the "Submit Final Answers" button.** **The screen "Test Submit Warning" will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

SAY	**You may now begin.** **Put your headphones on and click on the "Next" button to begin the test.**

While students are testing, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

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As students are testing, monitor students' test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Test Status).

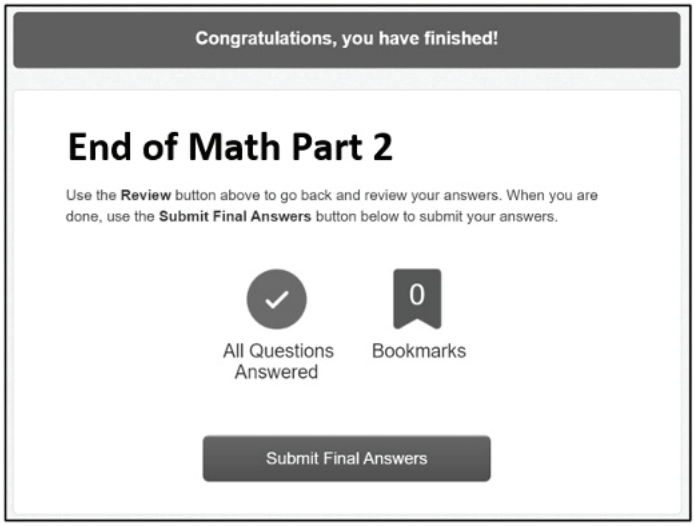
As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.** **If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.



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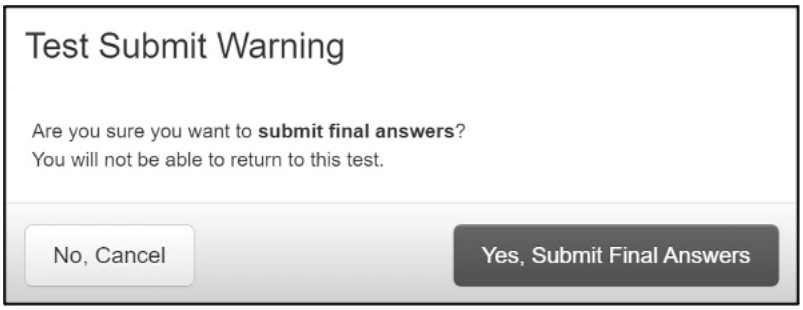
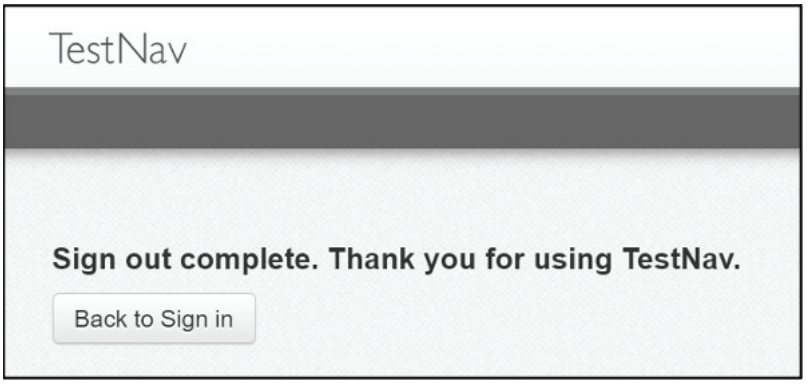
TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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Computer-Based Testing (CBT)—Scripted Directions for Math Grades 7—8 (Test Unit 1 and Test Unit 2)

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess^{next}.

The AASA Math test is administered in two parts test units—Test Unit 1 and Test Unit 2.

Materials required to administer Computer-Based Testing (CBT):

- Electronic or paper copy of the *Spring 2022 AASA Computer-Based Testing (CBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional directions for the Math test:

- Calculators are NOT permitted for Math grades 7-8 Test Unit 2.
- Math reference sheets are NOT permitted for any of the test units.

Students may use scratch paper during the Math Test. However, all student responses must be typed in the test's response space in TestNav. All scratch paper must be collected at the end of the testing unit and securely destroyed, following your district's directions.

For Math Test Unit 1 only, while there is a calculator provided online for Computer-Based testing, students may use a physical handheld calculator. If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the AASA Calculator Policy. Refer to the AASA Calculator Policy for guidance on calculators for testing.

No calculator can be provided during AASA Math Grades 7–8 Unit 2.

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.
- Distribute scratch paper.

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Math Test Unit 1: Computer-Based Testing (CBT)—Scripted Directions for Grades 7–8

SAY	**Today, you will be taking Arizona's Academic Standards Assessment Math Test Unit 1.** **Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer.** **Approved calculators are allowed during Math Test Unit 1.** **Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

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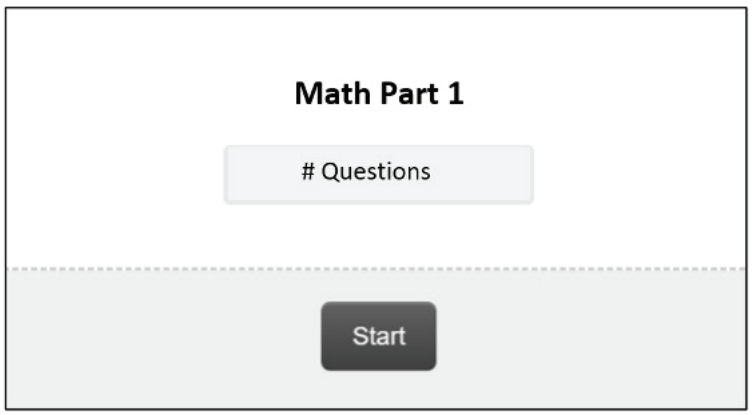
SAY	**Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.** **If your name appears correctly, click the blue "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

SAY	**Now, you will see the Math Part 1 screen. Verify that you are under the correct Math Test Unit 1. There is a Desmos Scientific Calculator embedded in this test unit.** **Once you have verified that you are in the correct Math Test Unit 1, click the "Start" button to continue.** 

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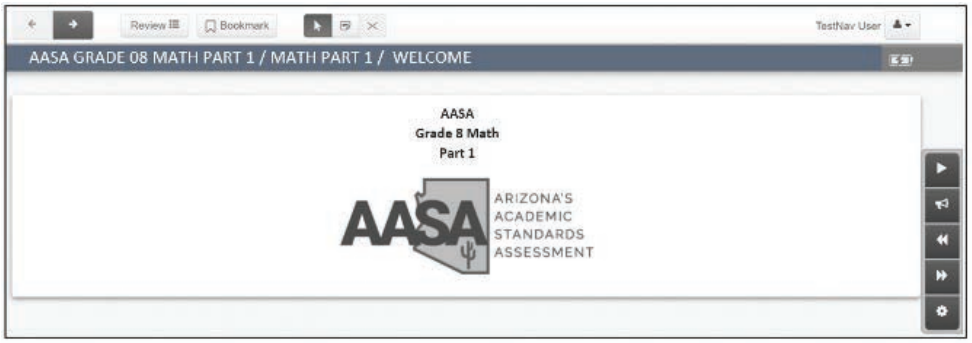
The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **The use of an approved calculator will be permitted during this test—Math Test Unit 1. There will be a Desmos Scientific Calculator embedded on the computer in TestNav for this test unit only.** • **There are buttons to review and bookmark questions as well as pointer, notepad, answer eliminator buttons, and Desmos Scientific Calculator.** • **The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.** **In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.** • **The Play Text-to-Speech tool allows text to be read aloud to you.** • **The Toggle Click-to-Hear tool highlights and reads aloud selected text.** • **The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.** **Are there any questions?**

Answer any questions.

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SAY	**Today's math test contains several types of math problems. Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to enter more than one response, and some questions will require you to give your response in different ways.** **You may use scratch paper, but you need to record your responses in the test's response spaces provided in TestNav.** **At the end of this test unit, you will have a chance to go back and review your responses using the "Review" drop down menu. Make sure that you have answered all the questions. When you are satisfied with your responses, click the "Submit Final Answers" button.** **The screen "Test Submit Warning" will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

SAY	**You may now begin.** **Put your headphones on and click on the "Next" button to begin the test.**

While students are testing, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

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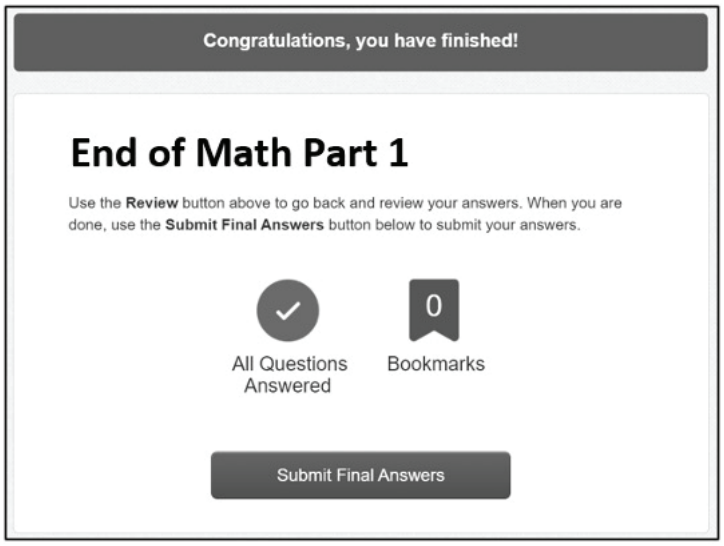
As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.** **If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.



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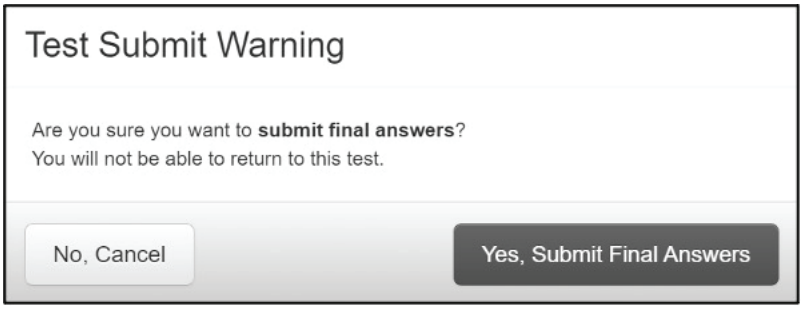
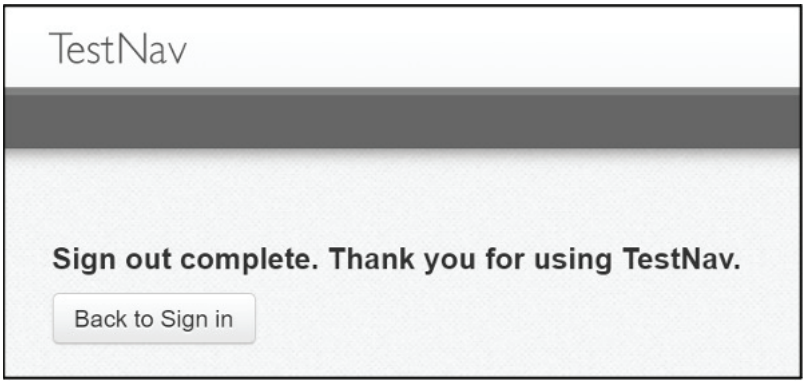
TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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Math Test Unit 2: Computer-Based Testing (CBT)—Scripted Directions for Grades 7–8

SAY	**Today, you will be taking Arizona's Academic Standards Assessment Math Test Unit 2.** **Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer.** **Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

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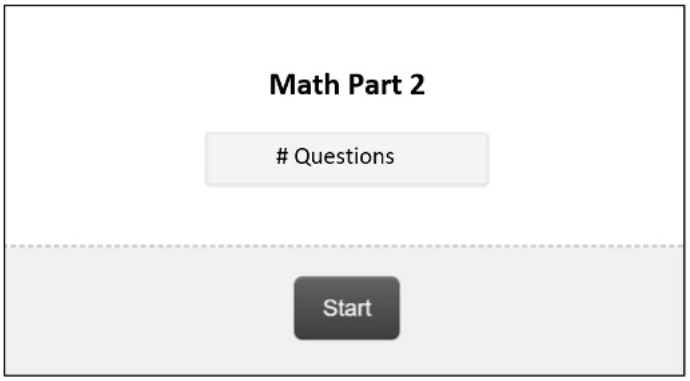
SAY	**Now, you will see the Welcome screen. Raise your hand if the name is not correct.** **If your name appears correctly, click the blue "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

SAY	**Now, you will see the Math Part 2 screen. Verify that you are under the correct Math Test Unit 2.** **Once you have verified that you are in the correct Math Test Unit 2, click the "Start" button to continue.** 

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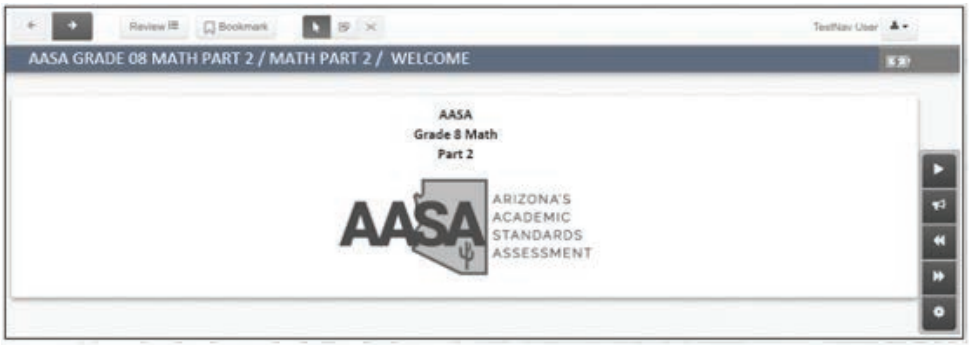
The students should be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **There are buttons to review and bookmark questions as well as pointer, notepad, and answer eliminator buttons.** • **The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.** **In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.** • **The Play Text-to-Speech tool allows text to be read aloud to you.** • **The Toggle Click-to-Hear tool highlights and reads aloud selected text.** • **The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.** **Are there any questions?**

Answer any questions.

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SAY	**Today's math test contains several types of math problems. Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to enter more than one response, and some questions will require you to give your response in different ways.** **You may use scratch paper, but you need to record your responses in the test's response spaces provided in TestNav.** **At the end of this test unit, you will have a chance to go back and review your responses using the "Review" drop down menu. Make sure that you have answered all the questions. When you are satisfied with your responses, click the "Submit Final Answers" button.** **The screen "Test Submit Warning" will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

SAY	**You may now begin.** **Put your headphones on and click on the "Next" button to begin the test.**

While students are testing, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

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As students are testing, monitor students' test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Test Status).

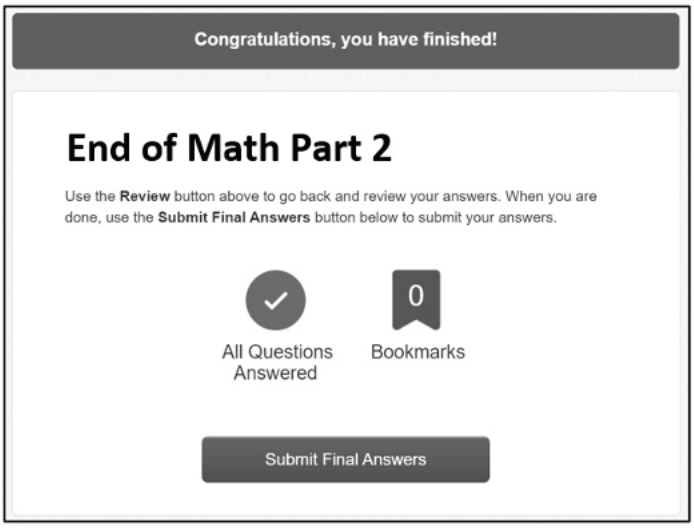
As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.** **If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.



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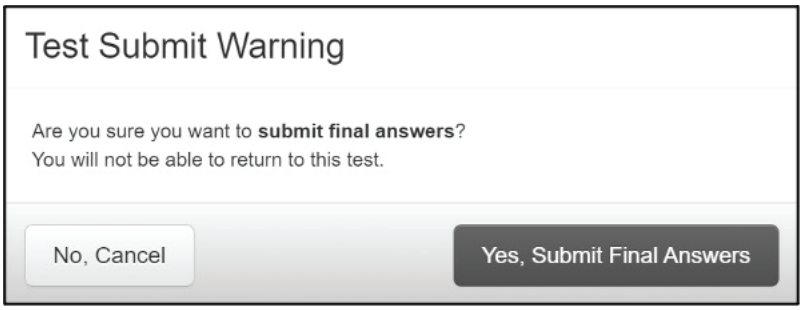
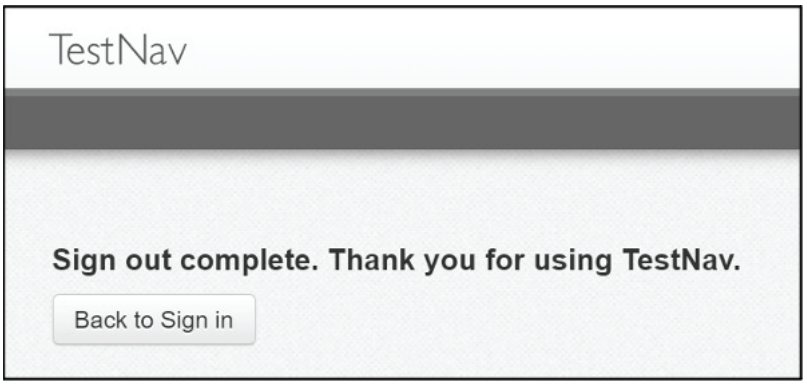
TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

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Administering Special Paper Version (SPV) Tests (Large Print and Regular-Sized Print)

The purpose of this section is to assist Test Administrators in Computer-Based Testing schools with the proper administration of the Special Paper Version (large print and regular-sized print) tests.

Test Administrators must provide students using the Special Paper Version tests enough time to complete the AASA tests and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the test window. The Test Coordinator should ensure that every Test Administrator administering a Special Paper Version test is provided with the appropriate Special Paper Version test materials.

Special Paper Version test materials include:

- Regular-Size Print Test Booklet
- Large Print Test Booklet

Note: The Braille Special Paper Version (SPV) test administration process will be covered in a separate document: *Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille*.

Administering Special Paper Version Tests and TestNav

Students taking the Special Paper Version tests should record their responses by marking their responses directly on the Special Paper Version test book. The Test Administrator must record responses directly into TestNav after the student completes the test. For Special Paper Version (SPV) tests, the Test Administrator will use the student's testing ticket information to log into TestNav.

Responses not recorded in TestNav by the end of the test window will not be scored.

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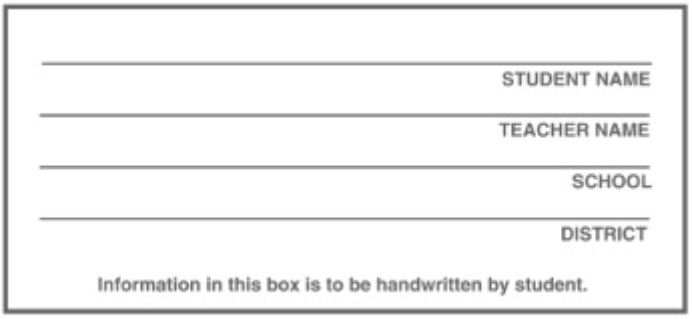
Special Paper Version (SPV) Large Print and Regular-Sized Print Tests—Test Administration Directions for ELA and Math Grades 3-8

Prior to beginning a test, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.



Materials required to administer Special Paper Version tests:

- Electronic or paper copy of the *Spring 2022 AASA Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper (Note: students can write directly in their test booklets)
- Sign in/out log for restroom breaks
- For the ELA Writing test only, students may use commercially published paper dictionaries and commercially published paper thesauruses.
- For Math Grades 7-8 Unit 1 only, students may use an approved handheld calculator. Note: If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the AASA Calculator Policy.

Students can record their responses by marking directly on Special Paper Version test booklets. **All responses must be recorded by an adult into TestNav by the end of the test window to be scored.** Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

The use of scratch paper is allowed for the AASA test. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

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Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for ELA Writing Grades 3—8 (Test Unit 1)

To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Students will need access to an approved dictionary and thesaurus for the Writing test.
- Distribute scratch paper and test booklets to students.

The ELA Writing test is administered in one test unit. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the writing test.

ELA Writing Test Unit 1: Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Grades 3—8

SAY	**Today you will be taking Arizona's Academic Standards Assessment ELA Writing test.** **Do not open your test booklet until I tell you to do so.** **Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The ELA Writing test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

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Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

SAY	**On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you.**

Make sure students complete the information correctly.

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

Hold up a test booklet. In the test booklet, as you refer to the writing prompt, passages, Writing Guide, and "Final Copy" pages, show those pages to the students.

SAY	**Today's ELA Writing test has one prompt and multiple sources for you to read and respond to.** **There is also a "Writing Guide" that provides the expectations for your response. You may use a dictionary and thesaurus as well.** **You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must enter your final response in your test booklet on the pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it is important that your response be legible.** **Manage your time carefully so that you can do the following actions:** • **Read the sources.** • **Plan your response.** • **Write your response.** • **Revise and edit your response.** **Your response should be in the form of a multiparagraph essay. Write your response in the space provided.** **Remember that your work response must address the writing prompt and reading sources.** **Are there any questions?**

Answer any questions.

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SAY	**When you finish the test unit, you will see the Stop sign. Do not go beyond the Stop sign.** **When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.** **Be sure to reread your response and make any necessary edits.** **When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

Sample of Stop sign:

SAY	**Open your test booklet to [Grade 3—page 4, Grade 4—page 4, Grade 5—page 4, Grade 6—page 4, Grade 7—page 4, Grade 8—page 4].** **You will see the writing prompt on this page, along with detailed directions that will help you write your multiparagraph essay. Make sure to read the directions and manage your time carefully.** **You may now read the prompt and begin the test.**

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about the test directions. Test Administrators may not answer questions about the test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper (if applicable) from the student prior to him or her leaving the room.

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If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the students' test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all test materials have been collected from the students.

When the test unit ends:

	This concludes the test unit. **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}.*

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

*After each student has completed the Spring 2022 AASA Special Paper Version test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. **Student responses not entered into TestNav by the end of the test window will not be scored.***

Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

*All test booklets must be returned to the Test Coordinator. All test booklets must be stored in a **secure, locked storage** until returned to the Test Coordinator.*

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Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for ELA Reading Grades 3—8 (Test Unit 1 and Test Unit 2)

The ELA Reading test is administered in two test units—Test Unit 1 and Test Unit 2.

To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets to students.

Students may use scratch paper during the Reading test. However, all student responses must be typed in the test's response space. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

The use of a dictionary or thesaurus is prohibited on both Reading test units. No test direction or item may be read aloud to students.

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ELA Reading Test Unit 1: Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Grades 3—8

SAY	**Today you will be taking Arizona's Academic Standards Assessment ELA Reading Test Unit 1.** **Do not open your test booklet until I tell you to do so.** **Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

SAY	**You will use the same test booklet for all ELA test units.** **Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.**

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Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test unit, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

SAY	**Today's Reading Test Unit 1 contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your responses in the test booklet in the designated area for each question.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to mark more than one answer.** **You may use scratch paper, but you need to record your answers in the test booklet.** **When you finish the ELA Reading Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.** **When you see the Stop sign, you may go back and check your work for this test unit only. You may not go back to any part of this test booklet at any time.** **Be sure to reread your responses and make any necessary edits.** **After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

Sample of Stop sign:

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SAY	**Open your test booklet to [Grade 3—page 13, Grade 4—page 13, Grade 5—page 15, Grade 6—page 17, Grade 7—page 17, Grade 8—page 15].** **On this page you will see some directions and sample questions for Reading Test Unit 1.**

Make sure all students have turned to the correct page in their test booklets.

Note: Reading Test Unit 1 will have three sample questions. Students will need to read and mark their answers to these sample questions in their paper test booklet.

SAY	**We will begin by doing three sample questions. You will mark your answers in your test booklet.** **Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.**

Give students time to answer Sample A and then continue.

SAY	**The correct answer for Sample A is: [Grades 3-5: "B"; Grades 6-8: "A"].** **Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.**

Give students time to answer Sample B and then continue

SAY	**The correct answer for Sample B is: [Grades 3-5: "C" and "D"; Grades 6-8: "A" and "C"].** **Now turn the page, and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.**

Give students time to answer Sample C and then continue.

SAY	**The correct answer for Sample C is: [Grades 3-5: "C"; Grades 6-8: "A"].** **Are there any questions?**

Answer any questions.

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SAY	**Now turn to [Grade 3—page 16, Grade 4—page 16, Grade 5—page 18, Grade 6—page 20, Grade 7—page 20, Grade 8—page 18].** **On this page you will see some directions and a reading pasage.** **You may begin the ELA Reading Test Unit 1.**

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about the test directions. Test Administrators may not answer questions about the test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper (if applicable) from the student prior to him or her leaving the room.

As each student finishes the test, collect the students' test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all test materials have been collected from the students.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}.*

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Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. ***Student responses not entered into TestNav by the end of the test window will not be scored.***

Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

All test booklets must be returned to the Test Coordinator. All test booklets must be stored in a ***secure, locked storage*** *until returned to the Test Coordinator.*

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ELA Reading Test Unit 2: Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Grades 3—8

SAY	**Today you will be taking Arizona's Academic Standards Assessment ELA Reading Test Unit 2.** **Do not open your test booklet until I tell you to do so.** **Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

SAY	**You will use the same test booklet for all ELA test units.** **Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.**

Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test unit, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

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SAY	**Today's Reading Test Unit 2 contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet in the designated area for each question.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to mark more than one answer.** **You may use scratch paper, but you need to record your answers in the test booklet.** **When you have finished the ELA Reading Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.** **When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.** **Be sure to reread your responses and make any necessary edits.** **After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

Sample of Stop sign:

SAY	**Open your test booklet to [Grade 3—page 42, Grade 4—page 44, Grade 5—page 44, Grade 6—page 52, Grade 7—page 42, Grade 8—page 52].** **On this page you will see directions and a reading passage.** **You may begin the ELA Reading Test Unit 2.**

Make sure all students have turned to the correct page in their test booklets.

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While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the students' test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

	This concludes the test unit. **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}.*

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

*After each student has completed the Spring 2022 AASA Special Paper Version test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. **Student responses not entered into TestNav by the end of the test window will not be scored.***

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Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

All test booklets must be returned to the Test Coordinator. All test booklets must be stored in a ***secure, locked storage*** *until returned to the Test Coordinator.*

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Special Paper Version (SPV) Testing—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Online Test Recording in TestNav (Test Unit 1)

All Grade 3 students taking a Special Paper Version test must complete the Oral Reading Fluency test unit in TestNav.

The ELA Oral Reading Fluency (ORF) test is administered in one test unit for **third grade students only.**

When administering the ORF test online in TestNav, the use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. In addition, the ORF test should be administered in small groups no larger than six students per classroom or computer lab. For more information, please reference the *Headphone and Microphone Requirements* and the *Recommended Seating Arrangements*, posted on the AASA website at https://www.azed.gov/assessment/aasa.

Materials required to administer the ELA Oral Reading Fluency (ORF) test online (voice recording in TestNav):

- Electronic or paper copy of the *Spring 2022 AASA Computer-Based Testing (CBT) Test Administration Directions* (This document will contain the large print and regular-size print Special Paper Version test instructions.)
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Testing Tickets
- Headsets with microphones – It is recommended that headsets be unidirectional with noise-cancelling microphones

Note: Students will **not** need their SPV paper testing booklets when completing the ORF test online.

This test unit requires the use of headsets with microphones as the student's voice recording will be captured in TestNav using the microphone selected during Microphone Set Up. Prior to the test administration, Test Administrators must ensure that headsets are available and in good working order. The volume and sound quality must be sufficient so that all students can easily record their voice and are able to playback their audio recording.

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ELA Oral Reading Fluency (ORF) Test Unit 1: Special Paper Version (SPV) Testing—Scripted Directions for Grade 3 Only: Online Test Recording in TestNav

The ELA ORF test is administered in one part, one test unit for **third grade students only**.

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.

SAY	**Today you will be taking Arizona's Academic Standards Assessment ELA Oral Reading Fluency (ORF) test.** **For this test unit, you will read three passages out loud. You will use the computer to record your oral reading of these passages.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **Keep your eyes on your own computer. If you have a question or need help during the test, raise your hand, and I will come to you.** **The ELA Oral Reading Fluency (ORF) test is timed. You will be given one minute to read each passage out loud. You might not finish reading the whole passage, and that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word.** **For each passage, once you are ready to begin reading, you will click the red button to start the audio recording and begin reading the passage out loud. Each passage will be recorded as you read. Once the recording ends for a passage, the message "Recording complete." will display on your screen.** **To move on to the next reading passage, you will need to select the blue "Next" arrow button found at the top of your screen.** **Are there any questions?**

Answer any questions.

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SAY	**You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.** **You will put on your headphones. When you hear the sound, remove your headphones for more directions.** **If you do not hear the sounds, please raise your hand.**

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	**You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.**

Note: *If any student information is incorrect on the testing ticket, the student* ***must not*** *proceed with testing. The student's information must be corrected in PearsonAccess^{next} and a new testing ticket must be printed for the student.*

Verify that all student information is correct, and students are signed in.

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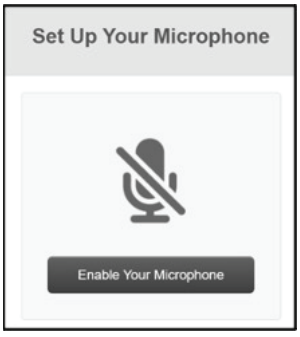
SAY	**Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen.** **If your name is not correct, raise your hand, and I will come to you.** **If your name appears correctly, click the "Start" button.**

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

Next, students will perform a microphone check in TestNav. Headphones must be securely plugged in to the correct jack or USB port. Students will need to record themselves speaking, then they will play the recording back to themselves to see if it sounds good before they proceed to the ORF test.

SAY	**Now, you will see the "Set Up Your Microphone" screen. Click on the Enable Your Microphone button to proceed to the microphone check screen.**  **You may receive the following pop-up message on your computer screen:** **az.testnav.com wants to use your microphone.** **If you receive this message, click on the "Allow" button to enable your microphone.**

Once all students have enabled their microphone and any needed assistance has been provided, proceed with the directions.

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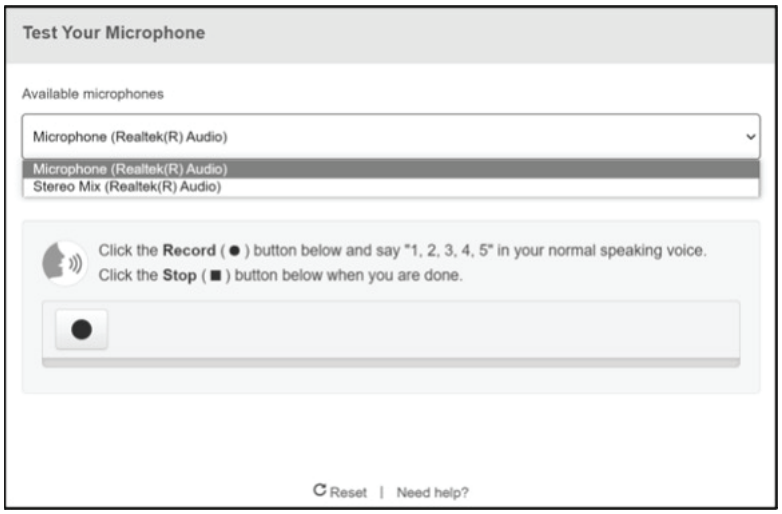
SAY	**Next, you will see the "Test Your Microphone" screen and a drop-down menu with a listing of available microphones. Check that the appropriate microphone is selected in the drop-down menu.** **Once you have selected your preferred microphone, click on the red Record button and follow the instructions on the screen to test your microphone.** 

Once all students have checked that the preferred microphone is selected, have recorded their voice, and any needed assistance has been provided, proceed with the directions.

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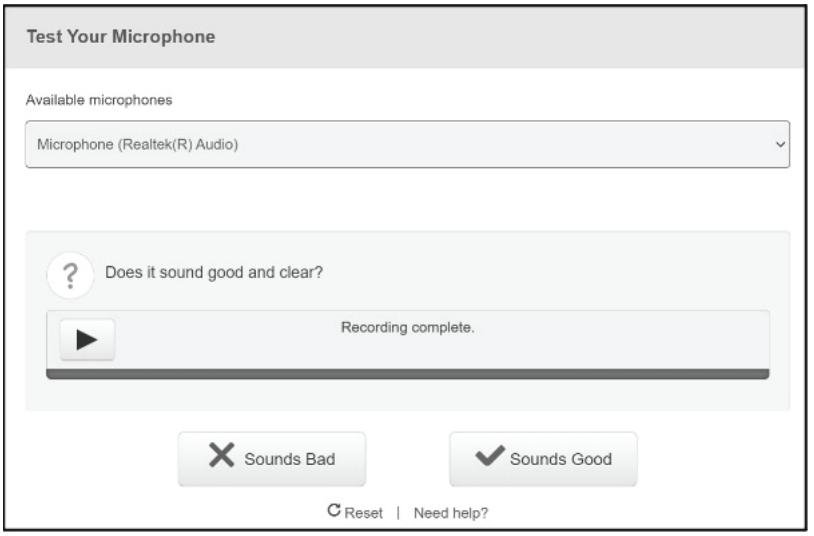
SAY	**Once you have recorded your voice, another "Test Your Microphone" screen will appear with the question "Does it sound good and clear?"** **Click on the Play (▶) button found right below this question to listen to your voice recording.** **If your voice recording sounds good and clear, click on the "Sounds Good" button with the green check mark. Otherwise click on "Sounds Bad" button with the red X and try again. If you need help, raise your hand, and I will come to you.** 

Move around the room and make sure all students are on the "Test Your Microphone" screen and are listening to their voice recording.

Assist any students who are unable to hear their audio recording.

- *Check to make sure the headphones are securely plugged into the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the microphone selected in the "Available microphones" dropdown is not muted.*

If audio and/or microphone issues cannot be resolved, move student to another computer with working audio and microphone.

Verify that all students have completed the microphone check and are ready to proceed with the test.

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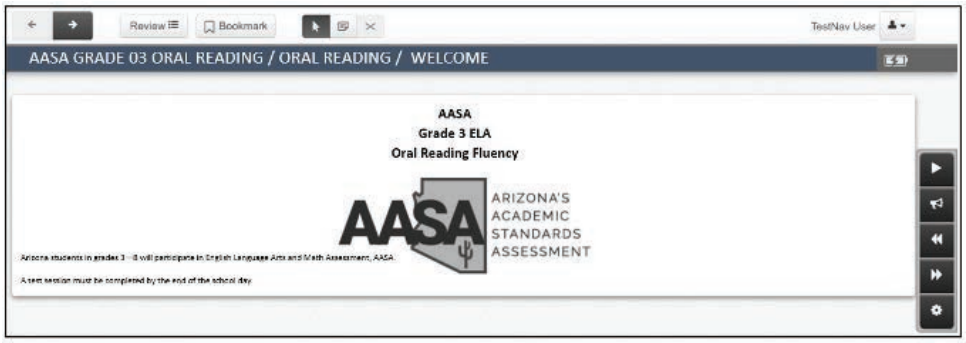
SAY	**Once you click on the "Sounds Good" button, you will see the Oral Reading screen. There will be three questions in this Oral Reading Fluency test.** **Click the "Start" button to continue.**

The students should now be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.



SAY	**The available testing tools are located at the top and right hand side of the screen.** • **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.** • **The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.** **Are there any questions?**

Answer any questions.

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SAY	**The ELA Oral Reading Fluency (ORF) test contains three reading passages that will need to be read out loud. Make sure to read the directions.** **You will see a red button at the top of the screen for each passage. This red button will need to be selected for each passage.** **When you are ready to begin the test, the red button will need to be selected before reading the passage out loud. Start with the first word. After one minute, the recording will end for the passage, and a message "Recording complete." will display on your screen.** **Important: Do not click the square stop button as this will end the recording. If you end the recording, you cannot go back and re-record.** **Are there any questions?**

Answer any questions.

SAY	**After each voice recording, you will need to click the blue "Next" arrow to move to the next passage.** **Important: Once you click the "Next" button, you cannot go back and re-record.** **Now we are going to start the test. Put your headphones on and click on the "Next" button to begin.**

While students are taking the test, move around the room to make sure students are progressing through the test.

The Oral Reading Fluency (ORF) test is estimated to take no more than 15 minutes, including setup time, the microphone check, and the actual test. Therefore, it is recommended that students complete the Oral Reading Fluency (ORF) test without leaving the room for a break. However, if a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room.

When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test. Once the student's test is resumed, the student will need to complete the microphone check steps again.

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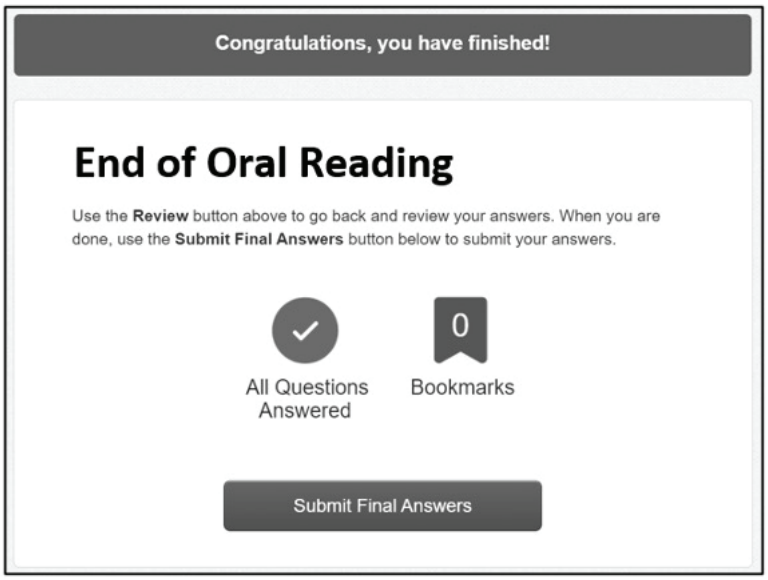
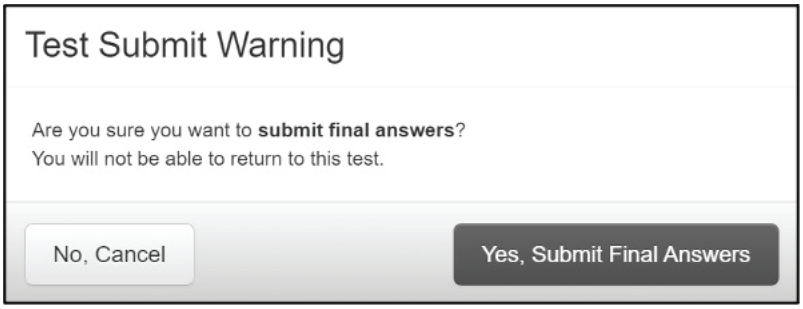
When the test unit ends:

SAY	**This concludes the test unit.** **If you have finished testing, you may click the "Submit Final Answers" button now.**

The student will see the following screen at the end of the test unit. The student must click on the "Submit Final Answers" button on this screen.



TestNav displays the "Test Submit Warning" screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the "Yes, Submit Final Answers" button.



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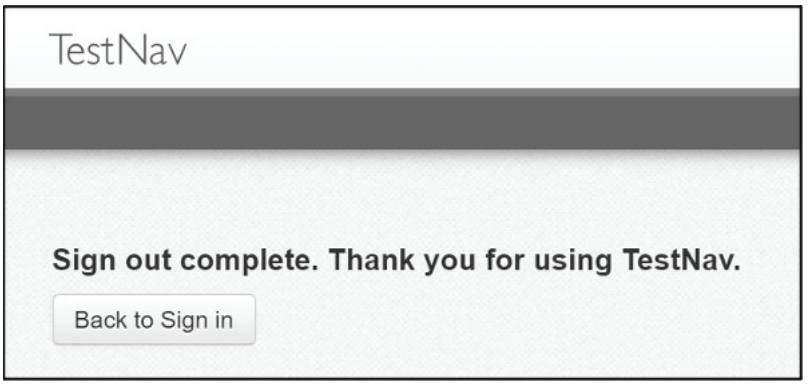
When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."



If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess^{next}.

The student's oral reading must be captured in TestNav by the end of the test window to be scored.

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Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Math Grades 3—6 (Test Unit 1 and Test Unit 2)

The Math test is administered in two parts—Test Unit 1 and Test Unit 2.

Additional directions for the Math test:

- For AASA Math Grades 3-6, calculators are NOT permitted for any of the test units.
- Math reference sheets are NOT permitted.

To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets to students.

Students may use scratch paper during the Math test. However, all student responses must be typed in the test's response space in TestNav. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

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Math Test Unit 1: Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Grades 3—6

SAY	**Today you will be taking Arizona's Academic Standards Assessment Math Test Unit 1.** **Do not open your test booklet until I tell you to do so.** **Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

SAY	**On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.**

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

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SAY	**Today's Math Test Unit 1 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.** **You may use scratch paper, but you need to mark your responses on the response space provided in your test booklet for each question.** **When you have finished Math Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.** **When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.** **After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

Sample of Stop sign:

SAY	**Open your test booklet to [Grade 3—page 3, Grade 4—page 3, Grade 5—page 3, Grade 6—page 3].** **On this page, you will see directions and some sample questions for Math Test Unit 1.**

Make sure all students have turned to the correct page in their test booklets.

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Note: Math Test Unit 1 will have three sample questions. The student will need to read and mark their answers to these sample questions in their paper test booklet.

SAY	**We will begin by doing three sample questions. You will mark your answers in your test booklet.** **Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.**

Give students time to answer Sample A and then continue.

SAY	**The correct answer for Sample A is: [Grades 3-5: "C"; Grades 6-8: "A"].** **Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.**

Give students time to answer Sample B and then continue.

SAY	**The correct answer for Sample B is: [Grades 3-5: 2/8 (2 fraction bar 8); Grades 6-8: 6.36 (six decimal point three six)].** **To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. Some questions will require you to give your answer in different ways.** **When entering responses for grid-in response questions, it is important to consider the following things:** • **You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.** • **On these response grids, blanks are generally ignored. This means that you can left or right justify your response or place it somewhere in the middle.** • **The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.** • **Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.** • **You can enter a response as a mixed number or decimal to indicate the solution.** • **If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.** **Are there any questions?**

Answer any questions.

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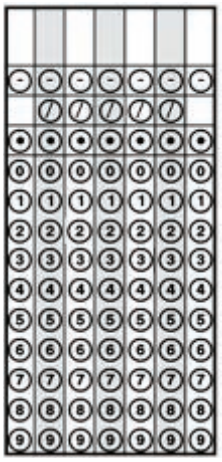
Sample of AASA Math grid-in response box:



SAY	**Now turn the page and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.**

Give students time to answer Sample C and then continue.

SAY	**The correct answer for Sample C is: [Grades 3–5: A graph that has the first bar (green) on the graph with a height of 3, the second bar (blue) with a height of 6, the third bar (black) with a height of 12, and the last bar (other) with a height of 24; Grades 6-8: "*m* = 2*d*"].** **This is another type of question you will see. Some questions will require you to give your answer in different ways.** **Are there any questions?**

Answer any questions.

SAY	**Now turn to [Grade 3—page 6, Grade 4—page 6, Grade 5—page 6, Grade 6—page 6]. Calculators are NOT permitted on this test unit.** **You may begin the test.**

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer questions about test content.

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Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the students' test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

	This concludes the test unit. **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}.*

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

*After each student has completed the Spring 2022 AASA Special Paper Version test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. **Student responses not entered into TestNav by the end of the test window will not be scored.***

Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

*All test booklets must be returned to the Test Coordinator. All test booklets must be stored in a **secure, locked storage** until returned to the Test Coordinator.*

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Math Test Unit 2: Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Grades 3—6

SAY	**Today you will be taking Arizona's Academic Standards Assessment Math Test Unit 2.** **Do not open your test booklet until I tell you to do so.** **Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

SAY	**You will use the same test booklet for all Math test units.** **Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.**

Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test unit, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

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SAY	**Today's Math Test Unit 2 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.** **For AASA Math Grades 3-6, calculators are NOT permitted for any of the test units.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your answer in different ways.** **You may use scratch paper, but you need to record your answer in the test booklet.** **When you finish the Math Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.** **When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of the test booklet at any time.** **Be sure to check your responses and make any necessary edits.** **After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.** **You must remain silent until the conclusion of the test unit.** **This is not a timed test. However, you must complete the test unit by the end of today's school day.** **Are there any questions?**

Answer any questions.

Sample of Stop sign:

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SAY	**Open your test booklet to [Grade 3—page 30 Grade 4—page 30, Grade 5—page 32, Grade 6—page 28].** **This is the first page of the Math Test Unit 2. Calculators are NOT permitted on this test unit.** **You may begin the test.**

Make sure all students have turned to the correct page in their test booklets.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the students' test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}.*

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Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. ***Student responses not entered into TestNav by the end of the test window will not be scored.***

Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

All test booklets must be returned to the Test Coordinator. All test booklets must be stored in a ***secure, locked storage*** *until returned to the Test Coordinator.*

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Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Math Grades 7—8 (Test Unit 1 and Test Unit 2)

The Math test is administered in two test units—Test Unit 1 and Test Unit 2.

Additional directions for the Math test:

- For AASA Math Grade 7-8, students will need access to an approved calculator for Unit 1 only.
- Calculators are NOT permitted for Math Grades 7-8 Test Unit 2.
- Math reference sheets are NOT permitted for any of the test units.

To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets to students.

Students may use scratch paper during the Math test. However, all student responses must be typed in the test's response space in TestNav. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

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Math Test Unit 1: Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Grades 7—8

SAY	**Today you will be taking Arizona's Academic Standards Assessment Math Test Unit 1.** **Do not open your test booklet until I tell you to do so.** **Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

SAY	**On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.**

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

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Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

SAY	**Today's Math Test Unit 1 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.** **Reminder for Math Grades 7-8 Unit 1 only - you may use an approved calculator during this test unit. Calculators are NOT permitted for Math Test Unit 2.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your answer in different ways.** **You may use scratch paper, but you need to record your answer in the test booklet.** **When you have finished Math Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.** **When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.** **Be sure to check your responses and make any necessary edits.** **After you test, please be sure that every question in this part of the test booklet is answered. You may not go back to any other part of this test booklet at any time. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

Sample of Stop sign:

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SAY	**Open your test booklet to [Grade 7—page 3, Grade 8—page 3].** **On this page you will see directions and some sample questions for Math Test Unit 1.** **Calculators ARE permitted on this test unit.**

Make sure all students have turned to the correct page in their test booklets.

Note: Math Test Unit 1 will have three sample questions. The student will need to read and mark their answers to these sample questions in their paper test booklet.

SAY	**We will begin by doing three sample questions. You will mark your answers in your test booklet.** **Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.**

Give students time to answer Sample A and then continue.

SAY	**The correct answer for Sample A is: [Grades 6-8: "A"].** **Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.**

Give students time to answer Sample B and then continue.

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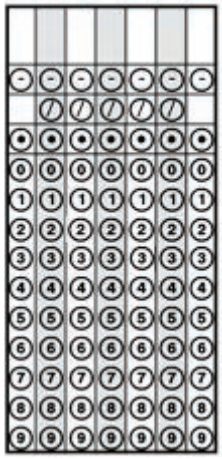
SAY	**The correct answer for Sample B is: [Grades 6-8: 6.36 (six decimal point three six)].** **To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. Some questions will require you to give your answer in different ways.** **When entering responses for grid-in response questions, it is important to consider the following things:** • **You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.** • **On these response grids, blanks are generally ignored. This means that you can left or right justify your response or place it somewhere in the middle.** • **The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.** • **Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.** • **You can enter a response as a mixed number or decimal to indicate the solution.** • **If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.** **Are there any questions?**

Answer any questions.

Sample of AASA Math grid-in response box:



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SAY	**Now turn the page and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.**

Give students time to answer Sample C and then continue.

SAY	**The correct answer for Sample C is: [Grades 6-8: *"m = 2d"*].** **This is another type of question you will see. Some questions will require you to give your answer in different ways.** **Are there any questions?**

Answer any questions.

SAY	**Now turn to [Grade 7—page 6, Grade 8—page 6].** **Calculators ARE permitted on this test unit.** **You may begin the test.**

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the students' test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

SAY	**This concludes the test unit.** **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

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Most students should have had enough time to finish the test during the allotted time. At the end of the session unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and ***must*** *be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}.*

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. ***Student responses not entered into TestNav by the end of the test window will not be scored.***

Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

All test booklets must be returned to the Test Coordinator. All test booklets must be stored in a ***secure, locked storage*** *until returned to the Test Coordinator.*

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Math Test Unit 2: Special Paper Version (SPV) Large Print and Regular-Sized Print Testing—Scripted Directions for Grades 7—8

SAY	**Today you will be taking Arizona's Academic Standards Assessment Math Test Unit 2.** **Do not open your test booklet until I tell you to do so.** **Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.** **Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.** **If you have a question or need help during the test, raise your hand, and I will come to you.** **The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.** **Are there any questions?**

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

SAY	**You will use the same test booklet for all Math test units.** **Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.**

Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test unit, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

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SAY	**Today's Math Test Unit 2 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.** **Calculators are NOT permitted on Math Test Unit 2.** **Some of the items may be challenging or unfamiliar to you. Do your best on all items.** **Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your answer in different ways.** **You may use scratch paper, but you need to record your answer in the test booklet. When you have finished the Math Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.** **When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of the test booklet at any time.** **Be sure to check your responses and make any necessary edits.** **After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.** **You must remain silent until the conclusion of the test unit.** **Are there any questions?**

Answer any questions.

Sample of Stop sign:

SAY	**Open your test booklet to [Grade 7—page 30, Grade 8—page 30].** **This is the first page of the Math Test Unit 2.** **Calculators are NOT permitted on this test unit.** **You may begin the test.**

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Make sure all students have turned to the correct page in their test booklets.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

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As each student finishes the test, collect the students' test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

	This concludes the test unit. **If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.**

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

*All test booklets are secure documents and **must** be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}.*

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Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. ***Student responses not entered into TestNav by the end of the test window will not be scored.***

Computer-Based Testing schools must have student responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15, 2022. Student responses for all other ELA and Math test units for SPV tests must be transferred into TestNav by April 29, 2022.

All test booklets must be returned to the Test Coordinator. All test booklets must be stored in a ***secure, locked storage*** *until returned to the Test Coordinator.*

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Preparing to Enter Responses into TestNav

Districts may review students in PearsonAccess^{next} after the initial student upload. The Student Registration Information file does not include information regarding IEP/504 Plan requirements or accommodations. Preparing a Session in PearsonAccess^{next} is the action that links the students in the Session with their assigned form in TestNav.

All students that need a Special Paper Version test must be assigned a Special Paper Version Test Accommodation in PearsonAccess^{next}. All students that have a Special Paper Version Accommodation will be registered by ADE in a Special Paper Version test session. Any questions regarding the Special Paper Version Test Accommodation should be referred to the Test Coordinator.

Starting a Session and Unlocking Student Tests in PearsonAccess^{next}

Once all students have been assigned to a Special Paper Version test session in PearsonAccess^{next}, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess^{next}.

On testing day, a test session must be started, and students tested with a Special Paper Version test must be unlocked by the Test Administrator in PearsonAccess^{next}. This must be done prior to signing into TestNav with the students' credentials supplied in the testing ticket. Refer to *PearsonAccess^{next} User's Guide* for detailed instructions on how to approve students for testing.

Testing Tickets

Testing tickets are an available resource in PearsonAccess^{next}. Testing tickets contain the students' information that is required for the Test Administrator to log into TestNav as the student.

Sample Testing Ticket

STUDENT TESTING TICKET

Student: Lastname1, Firstname1
SSID: 999999999999
Session: AASA Grade 03
Date of Birth: 10/01/2012
Test: AASA Grade 03
Select **Arizona** in the application.
Username: LGN41660365 Password: DLY4GAH

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Signing Into TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the testing ticket. The **Arizona Sign In** screen should be visible. The Test Administrator should have the testing ticket from PearsonAccess^{next} ready to sign into the Spring 2022 AASA test as the student.

TestNav Arizona Sign In Screen

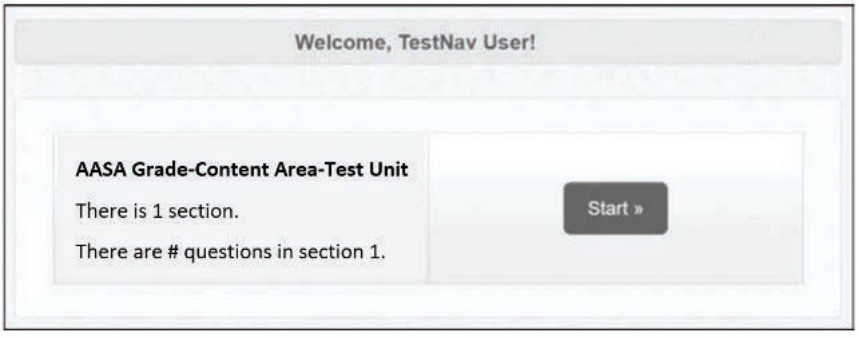
On the **Sign In** screen, the Test Administrator will enter the students' Username and Password as provided on the **Testing Ticket**, then will click the **Sign In** button.

Once signed in, make sure the student's name appears in the top right corner of the screen.

Note: If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

The Test Administrator will see the **TestNav User Welcome Screen**.

TestNav Welcome Screen



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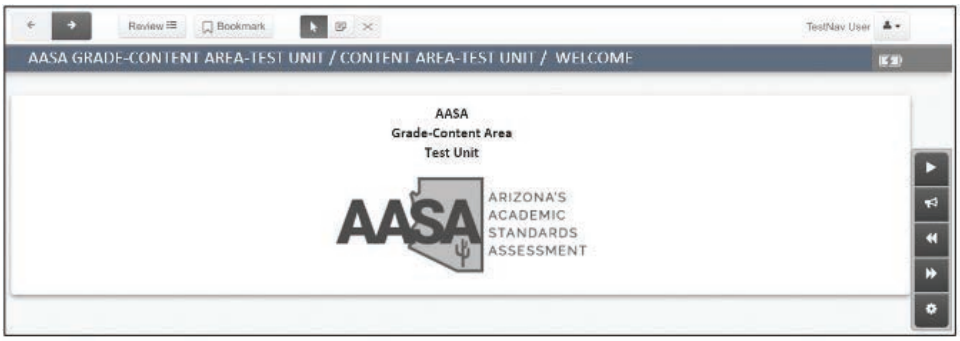
Click the **Start** button.

Now the Test Administrator will see the following screen. This screen will be specific to the *Content Area* and *Test Unit* administered to the student. Click the "Start" button to continue.

The next screen will be the Welcome page. This screen will be specific to the *Grade, Content Area*, and *Test Unit* administered to the student. At the header bar, the Test Administrator will see the different buttons available to use throughout the test.



The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test book into the online test in TestNav.

When transcribing responses into TestNav, it is important to note the following:

- The student's Special Paper Version (SPV) test booklets, before the beginning of the ELA Reading Test Unit/Part 1 and Math Test Unit/Part 1 will contain sample questions. These sample questions will not be present on the online test in TestNav.
- The item number sequencing on the Special Paper Version form differs from the online test. When key entering student responses into TestNav for Unit 2, the items in the test booklet will have continuous numbering from Unit 1, but in TestNav, the item numbering will restart at 1. Please take care to ensure the student responses are being entered into the correct item for scoring.

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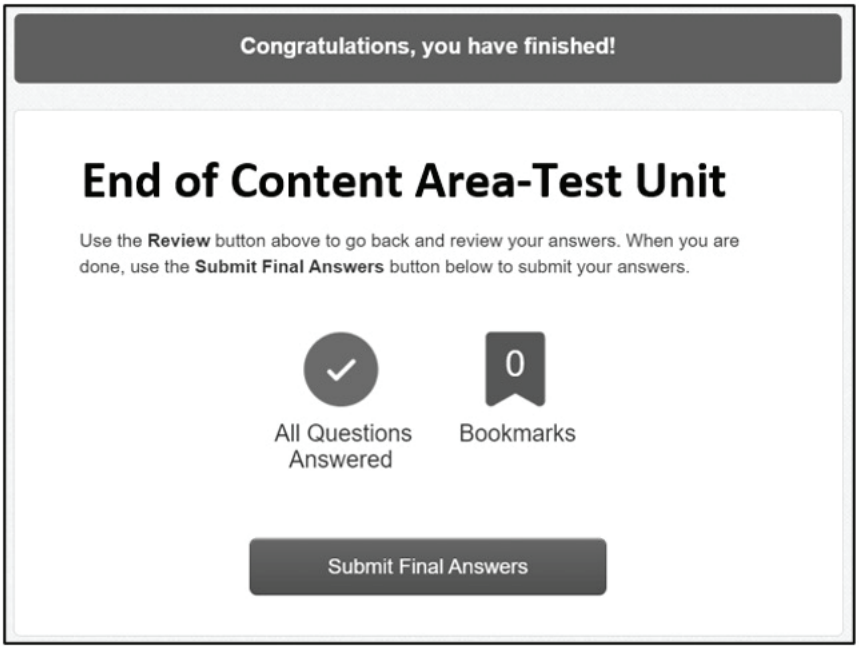
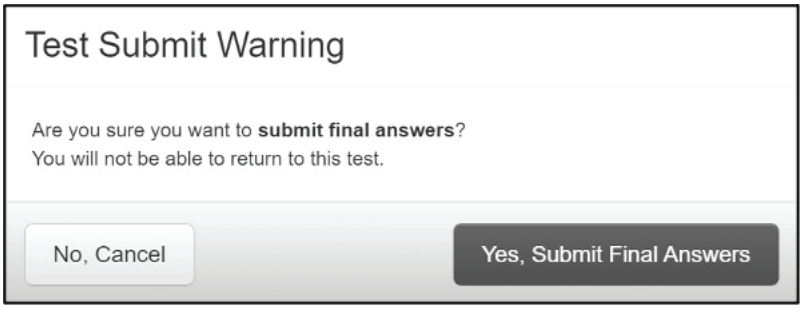
Entering Student Responses into TestNav

The student response from their Special Paper Version test book must be entered in TestNav by typing the student response into the designated space provided in TestNav.

Once the student responses have been entered, the Test Administrator will see the End of Section screen for the corresponding *Content Area* and *Test Unit* administered to the student. This screen shows the test unit has been completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. After the Test Administrator leaves the test unit, they cannot go back to the test unit.



Note: Once the Test Administrator clicks the **Submit Final Answers** button, the Test Administrator will see the **Test Submit Warning**. This warning confirms that he or she is ready to exit the test. The warning also informs the Test Administrator that he or she cannot return to the test after clicking the **Yes, Submit Final Answers** button. To submit the final response, click on the **Yes, Submit Final Answers** button.



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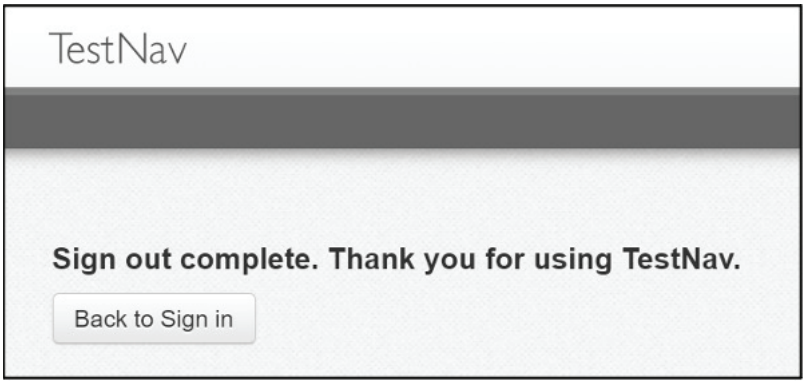
When the Test Administrator clicks **Yes, Submit Final Answers**, TestNav logs them out and displays the "Sign Out Complete Page."



After Testing

Special Paper Version tests must be returned to the District Test Coordinator.

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The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

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